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Growth Through Agricultural Progress

STAFF PAPER

PROJECTED WORK PLANS FISCAL YEAR 1964

U. S. DEPARTMENT OF AGRICULTURE

U. S. DEPT. OF AGRICULTURE
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MAY 13 1964

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Section 1

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PURPOSE OF

P R O J E C T E D W O R K P L A N S

WHY PLAN?

We plan in order to accomplish any type of task. But to what degree do we plan? For how long? How formal should we be?

The task and situation dictate the answers to these questions. Some things require only a short time -- an hour, a day, or a week. Most of the important functions of the Office require continuing periods of effort to complete. Some will never be completed! But, in any case, we need some uniform format for our planning.

Why do we have "projected work plans?"

Our projected work planning is designed for and considered essential for any type of work we do except emergencies or routine services that change from day to day. But, even some of this latter type might be systematized through a formal, planned approach. These are the kinds of questions which were used by the Office in developing the work plans and which those who review or use them might be thinking of as they read them:

1. Will the plan assist with implementing the project in an orderly way?
2. Do others in the Office have duties related to the project which could be done more effectively if they knew the "what, when, and who" about it?
3. Could your agency counterparts operate better if they knew about your plans?
4. Does the project contribute toward long-range goals?
5. Are changes included which conform to valid findings of inspections, audits, and reviews?

6. Is the project one which could be done better if this Office and the agencies had coordinated plans?
7. Will the results of the project be useful or needed for evaluating your work or making up various required reports, such as budget statements, manpower utilization reports, and management improvement reports?

The format of these Projected Work Plans is designed for the combined use of this Office and for supplying OMASD with reports for its Management Improvement Project system.

Again, we emphasize that although we have improved our use of this system after a year's experience, we do not claim any great degree of success. However, we do believe strongly in the value of such planning to the degree that it is perfected and used.

May we request your careful review of these plans for Fiscal Year 1964 and ask that you use them to the extent practicable.


Director of Personnel

Section 2

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OFFICE OF THE DIRECTOR

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|---|---------------------------------------|--------------------|---|---|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management | |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | : OP-1 | |
| 4. Project Title | | : | Project Objective: | |
| Integrated Planning of | | : | To develop and maintain a system of integrated planning of personnel management | |
| Personnel Management | | : | functions. | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| | | : | Initiation | :Completion of Study: Installation |
| / / Proposal / / Initial / / Interim / / Implementation | | : | 4/1/63 | : |
| 7. Submitted by: | | : | 8. Approved for Agency (Signature) | |
| C. O. Henderson, Assistant Director | | : | <i>Carl B Barnes</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned | : Target: Progress as of : Progress as of |
| | | : | To | : Date: 12/31 : 6/30 |
| 10. Project Plan Data | | : | : | : |
| A. Develop OP long-range goals and plan their implementation through cooperative efforts between OP and agencies. | | : | : | : |
| 1. Send agencies a complete package of materials developed on goals to date. | | : | Henderson | : 7/15 |
| 2. Hold meeting of personnel officers and representatives of employee organizations to discuss goals and plans for finalizing and implementing them. | | : | Barnes & Henderson | : 7/22 |
| 3. Agencies review and revise goals and react to Step 3, Implementation of Goals. | | : | Paulson | : 9/16 |
| 4. Synthesize and coordinate agencies' reactions. | | : | Henderson | : 9/30 |
| 5. Develop a put into effect plans for getting judgment of a representative group of staff and line officials in finalizing goals and plans for implementing them. | | : | Henderson | : 11/15 |
| 6. Arrange for and conduct a conference as a summation of effort listed under (5). | | : | Barnes & Henderson | : 12/9 |
| B. Maintain a system for planning work required to: accomplish annual objectives for OP functions and projects; implement long-range plans; and coordinate the activities within OP and with agency programs. | | : | : | : |
| 1. Preparation of work plans | | : | : | : |

| Supplemental Sheet | OP-1 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--|------|-----------------------|----------------------|-------------------------|------------------------|
| 10. Project Plan Data | | | | | |
| a. New projects | | Henderson | At initia. | | |
| b. Continuing projects, when projects need to be updated or changed | | Henderson | As need or 6/30 | | |
| 2. Preparation of reports on work plans | | Paulson | 12/31 and 6/30 | | |
| a. For O.P. as sources of information for: recurring and special reports; basis for co- ordination within OP and between OP and agen- cies; and evaluate progress made toward achieving long-range plans. | | | | | |
| b. For OMASD as a source of information for Management Improvement projects. | | Paulson | As needed | | |
| c. For the Secretary's Office, Department, and other Federal staff agencies as a source of data needed in the development of over-all plans and for making decisions. | | Barnes & Henderson | As needed | | |
| C. Determine needs for change in personnel management policies and programs. | | | | | |
| 1. A list of problems were highlighted by the survey based on four questions to participants of the PPRM in August 1962. | | Glickman | Comp. | | |
| 2. Send results of (1) above with a memo to agency heads requesting they get considered views of representative officials such as Washington division heads and branch chiefs of personnel activities; also, field agency personnel specialists and managers of relatively large field installations, as to the: | | | | | |
| a. Soundness of the analysis of the results of the PPRM as well as of the personnel management problems still needing attention. | | | | | |
| b. Add other personnel management problems and needs which affect their operations. | | Barnes & Henderson | 9/16 | | |

| Supplemental Sheet | OP-1 | : Assigned : : To : | Target: Date : | Progress as of 12/31 | : Progress as of 6/30 |
|---|------|-----------------------------|-------------------|-------------------------|--------------------------|
| 10. Project Plan Data | | : | : | : | : |
| 3. Summarize and classify the results of this inventory by problem areas, agency, type of official suggestions, and location, i.e., Washington or field. Integrate with long-range planning. | | : Glickman & : Henderson | : 11/15 | : | : |
| 4. Review and determine need for further study and recommend steps in the light of results of long-range planning. | | : Evaluation : Committee | : 12/16 | : | : |
| 5. <u>If there is a need for further analysis and study</u> , ask the agencies to recommend the names of field officials best qualified to assume a leadership role for defining problems at 10 to 12 representative locations over the country. | | : Henderson | : 12/12 | : | : |
| 6. Arrange for the leaders selected from this list to meet at a central point for a workshop to refine and more completely define the problems, largely by determining the why of the problem. They would also be given assistance in the technique of selecting a representative group of officials from all agencies of the Dept. located within their respective areas. These would be expected to further define and refine the problems as they relate to the intent of PPRM recommendations and the experience of the participants of the workshop. | | : Henderson | : 1/20/64 | : | : |
| 7. Review, analyze, and reclassify results of these 10 or 12 workshops for study by the Evaluations Committee and other appropriate officials and groups. | | : Henderson | : 2/12/64 | : | : |
| 8. Problem areas developed under (7) would be used with all other available judgment of Dept. and agency officials in planning further action in meeting the personnel management needs of the Dept. It is assumed that another Personnel | | : | : | : | : |

| Supplemental Sheet | OP-1 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|---|------|-------------------------|----------------|-------------------------|------------------------|
| 10. Project Plan Data | | | | | |
| Policy Meeting might develop from this and the long-range planning efforts. | | Henderson | 2/12/64 | | |
| 9. Plan and conduct the 2nd Personnel Policy Review Meeting to be held. | | Henderson | 4/20/64 | | |
| D. Finalize long-range goals and plan their implementation. | | Henderson | 4/20/64 | | |
| <u>Steps to be taken:</u> | | | | | |
| 1. A complete package including: | | | | | |
| a. A list of the goals developed to date by OP, | | | | | |
| b. An explanation of how the goals were arrived at, including background information, and | | | | | |
| c. A set of reference material which OP has used as a partial basis for the goals. | | Henderson | 7/15/63 | | |
| 2. A meeting of the agency personnel offices and representatives of the employee organizations to be conducted for the purpose of discussing the goals and plans for finalizing and implementing them. | | Barnes | 7/22/63 | | |
| 3. Request will be made for agencies to review and revise the goals and indicate their reaction to Step 3 or planning the "implementation of the goals." | | Barnes | 9/16/63 | | |
| 4. Integrate and synthesize the reaction of the agencies as requested under (3) above. | | Henderson & Glickman | 9/30/63 | | |
| 5. Plan and provide the means for preparation by representative Dept. officials to finalize the goals and agree on a plan of action. (This process will adhere to the principle of involvement which would require that line officials assist with the final stages.) | | Henderson | 11/15/63 | | |

10. Project Plan Data

6. The steps outlined above for involving selected agency line and staff officials to assist in the study and plans for implementation will culminate in a conference of three days or more. At this conference it is expected final decisions will be made on what the goals for 1973 should be, with definite plans for achieving them.

: Henderson : 12/9/63:

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| 5-63 | Office of Personnel | :No. 5 : Category: Personnel Management | |
| PROJECTED WORK PLANS and | | :2. Date of Report :3. Project No. | |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : OP-3 | |
| 4. Project Title | : Project Objective: | | |
| Defense Mobilization | :(1) Assist agencies of the Department in developing an emergency organization together with staffing requirements; (2) develop procedures which firm up defense assignments to insure a capable effective defense organization. Implements PPRM Recommendation No. 16 | | |
| 5. Type of Report | : 6. Time Schedule (Dates) | | |
| <input type="checkbox"/> Proposal <input type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Implementation | : Initiation | : Completion of Study: Installation | |
| | : 7/1/63 | : | |
| 7. Submitted by: | :8. Approved for Agency (Signature) | | |
| N. R. Bear, Assistant to the Director | : <i>Carl B. Bann</i> | | |
| 11. Cost Data | :9. Title | | |
| | : Director of Personnel | | |
| | : Assigned | : Target: | : Progress as of |
| | : To | : Date : | : Progress as of |
| | | 12/31 | 6/30 |
| 10. Project Plan Data | | | |
| 1. Coordinate Department needs for manpower in an attempt to satisfy all requirements from within the Department. | : Bear | : Continuing | : |
| 2. Assist in the distribution and interpretation of CSC Emergency and Disaster Regulations in order that the field staff will be fully informed. | : Bear | : " | : |
| 3. Keep USDA employees informed and trained on emergency mobilization and survival procedures. | : Bear | : " | : |

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| PROJECTED WORK PLANS and | | : | 2. Date of Report | |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : | 3. Project No. | |
| | | : | OP-4 | |
| 4. Project Title | : Project Objective: | | | |
| Deferment | : (1) Develop and maintain a Department plan for controlling requests for Selective Service : deferment of Department employees from military service; (2) assist the Director in the : application of the President's policy regarding Ready Reservists. | | | |
| 5. Type of Report | : | 6. Time Schedule (Dates) | | |
| | : | Initiation | : Completion of Study: Installation | |
| / / Proposal / / Initial / / Interim / / Implementation | : | 4/16/62 | : | : |
| 7. Submitted by: | : 8. Approved for Agency (Signature) | | | |
| N. R. Bear, Assistant to the Director | : <i>Carl B. Barnes</i> | | | |
| 11. Cost Data | : | 9. Title | | |
| | : | Director of Personnel | | |
| | : | Assigned | : Target: | Progress as of |
| | : | To | : Date : | : Progress as of |
| | : | | : 12/31 | : 6/30 |
| 10. Project Plan Data | : | : | : | : |
| 1. Prepare and issue policy statement. | : | Bear | : 12/31/63 | : |
| 2. Assist agencies in designation of "Key Positions" as described in CSC Mobilization Circular No. 6. | : | " | : 6/30/63 | : |
| 3. Work with MODE project to obtain capability to produce information on military obligations of employees. | : | " | : 1/1/63 | : |
| 4. Obtain an annual report of Reservists by categories. | : | " | : Annually | : |
| 5. Work with agencies to insure key jobs would be backstopped in an emergency. | : | " | : " | : |
| 6. Review annually with the Department Deferment Committee and Special Assistant to the Secretary for Defense the impact of military obligations upon the Department's manpower. | : | " | : " | : |

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| PROJECTED WORK PLANS and | | : | 2. Date of Report | : 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : | | : OP-5 |
| 4. Project Title | : | Project Objective: | | |
| National Defense Executive Reserve | : | Maintaining a comprehensive Executive Reserve manpower pool for emergency mobilization to carry on critical Department functions. | | |
| 5. Type of Report | : | 6. Time Schedule (Dates) | | |
| / / Proposal / / Initial / / Interim / / Implementation | | : | Initiation | : Completion of Study: Installation |
| | | : | 7-1-63 | : |
| 7. Submitted by: | : | 8. Approved for Agency (Signature) | | |
| N. R. Bear, Assistant to the Director | : | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | : | 9. Title | | |
| | : | Director of Personnel | | |
| | : | Assigned | : Target: | Progress as of |
| | : | To | : Date : | 12/31 |
| | : | | : | 6/30 |
| 10. Project Plan Data | : | | : | |
| 1. Obtain nominations from agencies. | : | Bear | : Continuing | : |
| 2. Screen and process designation of Reservists. | : | " | : " | : |
| 3. Coordinate agency training of Reservists. | : | Bear | : " | : |
| | : | Draheim | : | : |

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| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6/26/63 | OP-6 |
| 4. Project Title | | Project Objective: | |
| Employee-Management | | To implement E.O. 10988 in a positive and constructive spirit with a view | |
| Cooperation: E.O. 10988 | | to attaining optimum benefits for the employees, management, and public. | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal / / Initial / / Interim /X/ Implementation | | Initiation : Completion of Study: Installation | |
| | | Continuing thru: F.Y. 1964 | |
| 7. Submitted by: | | 8. Approved for Agency (Signature) | |
| Robert L. Hill, Assistant to Director | | Carl B. Barnes | |
| 11. Cost Data | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned : Target: Progress as of : Progress as of | |
| | | To : Date : 12/31 : 6/30 | |
| 10. Project Plan Data | | | |
| a. To keep instructions current for implementing E.O. 10988. | | Hill, as- As re- : : sisted by: quired : : McCausland: : : | |
| b. To issue "Guide to Employee-Management Cooperation in USDA". | | : " : 8/1/63 : : : : : : : : " : When : : : : Seminars : : : : are held : : | |
| c. To train USDA managers in basics of the policy and program thru SIMM and SED. | | : " : 9/1/63 : : : : : : : : : : : : : " : 9/13/63 : : : : : : : : : : : : : " : When : : : : events : : : : occur : : : : : : : : " : When : : : : they : : : : apply : : : : : : : | |
| d. To prepare Staff Paper of reference materials to be used in training under "c", preceding, and for Personnel Officers and their staff specialists. | | | |
| e. To conduct an "institute" with Personnel Officers, staff specialists, employee organization leaders on ways of cooperation to achieve positive benefits. | | | |
| f. To keep employees generally informed re the program thru items in "USDA" and other media. | | | |
| g. To recognize employee organizations that apply and are eligible. | | | |

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| Hill, as- | As is- | |
| sisted by | sues | |
| McCausland | come up | |
| " | " | |
| " | Con- | |
| | tinuing | |
| " | " | |
| " | As re- | |
| | quired | |
| " | " | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification |
| 5-63 | Office of Personnel | No. 5 : Category: Personnel Management |
| | PROJECTED WORK PLANS and | 2. Date of Report : 3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 7/8/63 : OP-8 |
| 4. Project Title | Project Objective: | |
| Intergroup Relations | To provide leadership to the Department in developing a variety of programs and projects that will improve intergroup relations and promote equal employment opportunity for <u>all</u> qualified minority group persons employed or seeking work in the Department | |
| 5. Type of Report | 6. Time Schedule (Dates) | |
| | Initiation : Completion of Study: Installation | |
| / / Proposal / / Initial / / Interim /X/ Implementation | Fiscal: Year 1964 : | |
| 7. Submitted by: SEA | 8. Approved for Agency (Signature) | |
| William M. Seabron, Assistant to the Director of Personnel | Carl B. Barnes | |
| 11. Cost Data | 9. Title | |
| | Director of Personnel | |
| | Assigned : | Target: Progress as of : Progress as of |
| | To : Date : | 12/31 : 6/30 |
| 10. Project Plan Data | | |
| 1. Determine impact of "race" on employment opportunity, through ADP, through comparisons on grade, education, training, tenure, etc. | Seabron | |
| 2. Annual Executive Review of Equal Employment Opportunity (EEO) progress. | " | Feb '64 |
| 3. Participate in SIMM-SED training programs. | " | Contin- |
| 4. Integrate recruitment activities more closely into Examination and Employment Division program. Visit integrated schools with sizeable Negro--other non-white students enrollment. Continue visits to Negro land-grant colleges and universities. | " | uing |
| 5. Plan interagency regional or area meetings to review EEO activity and provide guidance to improve handling of this responsibility in the field. (President's Committee to discontinue these meetings in the field) | " | " |
| 6. Consult on agency plans to add Intergroup Relations Specialists - providing some initial orientation and training where necessary. Coordinate Department EEO efforts. | " | " |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 3. Project No. | |
| | | OP-51 | |
| 4. Project Title | Project Objective: | | |
| Critical Requirements | To conduct research to develop improved performance record systems (see PPRM Recommendations 13 and 32). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| <input checked="" type="checkbox"/> Proposal <input checked="" type="checkbox"/> Initial <input checked="" type="checkbox"/> Interim <input checked="" type="checkbox"/> Implementation | 7/1/63 | 6/30/64 | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| Printing - \$140.00 | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| Continue to coordinate collection of critical incidents from General Foresters, Soil Conservationists, Plant Quarantine Inspectors, Automatic Data Processors, Personnel Officers, and Accountants | Harmon | 9/1/63 | |
| Advise with representatives of above groups in analysis of critical incident data and preparation of performance record forms | Harmon | 12/31/63 | |
| Prepare instructional material for users of performance record | Harmon | 12/31/63 | |
| Prepare first <u>Personnel Research Series</u> report on development and use of performance record | Harmon | 6/30/64 | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | | OP-55 |
| 4. Project Title | Project Objective: | | |
| Retirement Forecasting | To develop a general technique for forecasting retirement losses as an integral part of the MOHR system (see PPRM Recommendations 13 and 98). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal / / Initial / / Interim / / Implementation | Initiation | Completion of Study: Installation | |
| | 7/1/63 | 6/30/64 | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl S. Glickman</i> | | |
| 11. Cost Data | 9. Title | | |
| Printing - \$140.00 | Director of Personnel | | |
| | Assigned | Target | Progress as of |
| | To | Date | 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| Develop mathematical model | Mayeske | 10/1/63 | |
| Data collection and analysis | Mayeske | 4/1/64 | |
| Prepare report | Mayeske | 6/30/64 | |

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| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | OP-56 | |
| 4. Project Title | Project Objective: | | |
| Rotation | To conduct research to provide a system of rotational assignment for developing senior executive resources in USDA (see PPRM Recommendations 13, 29, 111e, 114c, and 117). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| <input type="checkbox"/> Proposal <input type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Implementation | Initiation | Completion of Study: Installation | |
| | 9/1/63 | 9/1/64 | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl B. Barnhart</i> | | |
| 11. Cost Data | 9. Title | | |
| 400 copies of Executive Position Description - \$100.00 | Director of Personnel | | |
| Printing - \$140.00 | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| Administration of Executive Position Description to sample of supergrades | Glickman | 9/1/63 | |
| Analysis of data and preparation of feasibility report on Phase 1 | Glickman | 11/1/63 | |
| Identification of potential resource positions | Glickman | 12/1/63 | |
| Collection and analysis of additional Position Descriptions as needed | Glickman | 2/1/64 | |
| Preparation of feasibility report on Phase 2 | Glickman | 3/1/64 | |
| Development of mathematical model and computer programming techniques for implementation of rotational system | Glickman | 7/1/64 | |
| Final report | Glickman | 9/1/64 | |

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| MANAGEMENT IMPROVEMENT PROJECT REPORT | | | OP-58 |
| 4. Project Title | Project Objective: | | |
| Personnel Concepts | To determine the meaning of certain personnel concepts to individuals engaged in personnel work (see PPRM Recommendations 6 and 13). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / / Initial / / Interim / / Implementation | 11/1/62 | 6/30/64 | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl B. Bann</i> | | |
| 11. Cost Data | 9. Title | | |
| Printing - \$140.00 | Director of Personnel | | |
| | Assigned | Target: | Progress as of |
| | To | Date | 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| Administer Concept Judgment Form to personnel people | Mayeske | 10/1/63 | |
| Data analysis | Mayeske | 4/1/64 | |
| Preparation of report | Mayeske | 6/30/64 | |

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|---|--|-----------------------------------|--------------------------------|
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| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | | OP-59 |
| 4. Project Title | Project Objective: | | |
| Consultations | To provide technical advice and assistance to Division Heads and Agency Personnel Officers regarding their research projects (see PPRM Recommendations 13 and 29). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal / / Initial / / Interim / / Implementation | Initiation | Completion of Study: Installation | |
| | 7/1/63 | Continuing | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned | Target: | Progress as of |
| | To | Date | 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| Advise with Forest Service representatives concerning design and analysis of research on engineer turnover problem | Glickman | Contin- | |
| | Harmon | uing | |
| | | | |
| Assist SCS in designing study of performance as a function of geographical assignment | Mayeske | Contin- | |
| | | uing | |
| | | | |
| Assist Employee Development Division in implementing technique for systematically evaluating managerial training programs | Harmon | Contin- | |
| | | uing | |
| | | | |
| Consult with Examination and Employment Division concerning analysis of recruitment questionnaire | Harmon | Contin- | |
| | | uing | |
| | | | |
| Consult with Assistant to Director (Inter-Group Programs) on research relating to utilization of minority groups | Glickman | Contin- | |
| | Harmon | uing | |
| | | | |
| Advise with PPRM Task Force on methods for evaluating impact of implemented recommendations | Glickman | Contin- | |
| | | uing | |
| | | | |
| Others as requested | Glickman | Contin- | |
| | Harmon | uing | |
| | Mayeske | | |
| | | | |
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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | | OP-60 |
| 4. Project Title | Project Objective: | | |
| Personnel Research | To maintain a clearing house for information concerning personnel research (see PPRM | | |
| Clearing House | Recommendations 8 and 13). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / / Initial / / Interim / / Implementation | 7/1/63 | Continuing | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| Albert S. Glickman, Chief, Personnel Research Staff | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| Purchase of publications - \$400.00 | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| Confer with Director, his Assistants, and Division Heads concerning current and anticipated personnel programs | Glickman | Continuing | |
| Collect information concerning personnel research in progress within Department agencies and offices | Gelenian | Continuing | |
| Collect reprints of significant personnel research reports reports appearing in current journals | Glickman | Continuing | |
| | Mayeske | | |
| | Harmon | | |
| Maintain library of available computer programs relevant to personnel research | Mayeske | Continuing | |
| Maintain liaison with other government agencies and private organizations concerning personnel research of mutual interest | Glickman | Continuing | |
| Conduct conferences for agency Personnel Directors and others to provide for cooperative planning and implementation of research projects | Glickman | Continuing | |

Section 3

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C L A S S I F I C A T I O N A N D S T A N D A R D S
D I V I S I O N

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|---|---|-------------------|--------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6-25-63 | OP-100 |
| 4. Project Title | Project Objective: To establish procedures for constantly reviewing and evaluating | | |
| Program Coordination and | the total classification, standards, and salary and wage administration programs in | | |
| Leadership--Classification | the Department. | | |
| and Standards Function | | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation Completion of Study: Installation | | |
| / / Proposal / / Initial /x/ Interim / / Implementation | | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| T. T. Townsend, Chief, Classification & Standards Division: | <i>Carl B. Banner</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned | Target | Progress as of |
| | To | Date | 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| A. Help each agency develop specific work plans covering its immediate and long-term needs in the classification, standards, and pay management areas as a means of keeping the total program in those areas under constant observation. | Townsend | Fiscal | |
| | and | 1964 | |
| | Marx | | |
| B. Provide for exchange of copies of the work plans among agencies to stimulate further thinking about development and improvement of projects and plans. | " | " | |
| C. Visit agency personnel offices, both Washington and field, to participate in classification audits, supervisory interviews, and classification training activities, and use evaluations that staff members will make of the offices visited to secure needed changes and improvements in the over-all classification, standards, and pay management program. | " | " | |
| D. Hold meetings with individual members of the Classification Council to review CSC evaluation standards for classification and pay functions, coordinate views about desirable or necessary changes to make standards apply to USDA programs by discussing with Special Assistant to the Director on personnel management inspections and reviews and with agency reviewers. Use results to establish USDA standards. | " | " | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management |
| PROJECTED WORK PLANS and | | :2. Date of Report | :3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : 6-25-63 | : OP-101 |
| 4. Project Title : Project Objective: | | | |
| Automation of the Class- : To identify elements in the classification system that can be processed mechanically | | | |
| ification Process : and initiate action to convert those elements for use in an automated system as soon | | | |
| : as possible. (See PPRM 37 and 38). | | | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| | | :Initiation | :Completion of Study: Installation |
| / / Proposal /X/ Initial / / Interim / / Implementation | | : | : |
| 7. Submitted by: | | :8. Approved for Agency (Signature) | |
| T. T. Townsend, Chief, Classification & Standards Division: | | <i>Carl B. B...</i> | |
| 11. Cost Data | | :9. Title | |
| | | : Director of Personnel | |
| | | : Assigned : Target: | Progress as of : Progress as of |
| | | : To : Date : | 12/31 : 6/30 |
| 10. Project Plan Data | | | |
| A. Bring in classifier from one of the agencies for 2 months detail in Classification and Standards Division to study and prepare a report on how much of the classification system can be processed automatically on electronic machines and what needs to be done to assure steady progress toward complete automation. | | Townsend : Oct.15: | |
| B. Establish task force to study report made under step A and plan course of action to assure implementation. | | Townsend : Nov.15: | |
| C. Use task force recommendations to identify and define stages through which project will move and make specific assignments to members of task force or others to get work on initial stages under way as soon as possible. | | Townsend : Dec.1 : | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | | | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management | | | |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. | | | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6-25-63 | :OP-102 | | | |
| 4. Project Title : Project Objective: To provide standard for the in-service training and development of | | | | | | |
| Training and Development : classification and pay specialists; to conduct pilot courses at the Department level to | | | | | | |
| Program for Classification : broaden the scope of services furnished by classifiers and increase their versatility; | | | | | | |
| Specialists : to publish classification training guides and other classification training material. | | | | | | |
| 5. Type of Report : 6. Time Schedule (Dates) | | | | | | |
| :Initiation :Completion of Study: Installation | | | | | | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation : : | | | | | | |
| 7. Submitted by: 8. Approved for Agency (Signature) | | | | | | |
| T. T. Townsend, Chief, Classification & Standards Division: <i>Carl B. Barnett</i> | | | | | | |
| 11. Cost Data 9. Title | | | | | | |
| : Director of Personnel | | | | | | |
| : Assigned : Target: Progress as of : Progress as of | | | | | | |
| : To : Date : 12/31 : 6/30 | | | | | | |
| 10. Project Plan Data | | | | | | |
| A. Arrange for detail of training specialist to Classification & Standards Division for 3 months to study and report on | | | | | | |
| kinds of assignments position and pay management specialists | | | | | | |
| will be expected to handle during the next 5 to 10 years, | | | | | | |
| qualifications required for performing such work, the prob- | | | | | | |
| able best sources to depend on for superior recruits, and | | | | | | |
| the training required for their rapid on-the-job development. | | | | | | |
| 1. Have detailer prepare plan to serve as standard for | | | | | | |
| agencies to meet in establishing similar plans for the | | | | | | |
| in-service training and development of their specialists. | | | | | | |
| 2. Establish task force to review and suggest changes | | | | | | |
| in plan prepared under 1, above, to make it acceptable | | | | | | |
| for application throughout the Department. | | | | | | |
| 3. Have detailer also prepare , with assistance from | | | | | | |
| Personnel Research Staff, tests to be used in evaluating | | | | | | |
| results of training under agency plans -- Classification | | | | | | |
| & Standards Division to use test results to update master | | | | | | |
| plan periodically. | | | | | | |
| B. Arrange for a second detailer to work in Classification | | | | | | |
| & Standards Division for 2 months to prepare classification | | | | | | |
| training manual. | | | | | | |

10. Project Plan Data

C. Establish training course, to be operated at Department level under sponsorship of Classification & Standards Division for two weeks in the spring and fall of each year, which will serve as testing ground for new classification training devices and training materials, including manual and guides like the one prepared under step B.

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | : | 2. Date of Report | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | 6-25-63 | :3. Project No. |
| | | : | | :OP-103 |
| 4. Project Title | | : | Project Objective: | |
| Position and Pay Management | | : | To secure better communication than we now have with supervisors on the position and | |
| as Practiced by Supervisors | | : | pay management functions for which they are responsible and provide opportunities for | |
| | | : | supervisors to improve their skills on those functions. | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| | | : | Initiation | :Completion of Study: Installation |
| / / Proposal /X/ Initial / / Interim / / Implementation | | : | : | : |
| 7. Submitted by: | | : | 8. Approved for Agency (Signature) | |
| T. T. Townsend, Chief, Classification and Standards Div. | | : | <i>Carl B. Barnes</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned | : Target: Progress as of : Progress as of |
| | | : | To | : Date : 12/31 : 6/30 |
| 10. Project Plan Data | | : | : | : |
| | | : | : | : |
| A. Arrange for detail of agency classifier to Classification | | : | Townsend | : Sept.1 : |
| and Standards Division for 2 months to study and report on | | : | : | : |
| what has been done in this and other Departments to help | | : | : | : |
| supervisors discharge their position and pay management | | : | : | : |
| responsibilities more efficiently. | | : | : | : |
| | | : | : | : |
| 1. In his report, have detailer identify types of super- | | : | Detailer | : Nov.1 : |
| visory aids that are used, with examples, wherever | | : | : | : |
| possible. | | : | : | : |
| | | : | : | : |
| 2. Have detailer also design questionnaire to distribute | | : | Detailer | : Nov.1 : |
| to sample group of supervisors for views on kinds of | | : | : | : |
| opportunities and aids they need to improve their skills | | : | : | : |
| and to determine what additional responsibilities, if | | : | : | : |
| any, they feel they should have for the classification | | : | : | : |
| and pay functions. | | : | : | : |
| | | : | : | : |
| B. Appoint task force to review report prepared under step A | | : | Townsend | : Nov.8 : |
| and convert it into blueprint for action to give supervisors | | : | : | : |
| the information and opportunities they want and need to carry | | : | : | : |
| out their position and pay management responsibilities more | | : | : | : |
| efficiently. | | : | : | : |
| | | : | : | : |
| C. Plan assignments to be made to individual members of task | | : | Townsend | : Dec.15 : |
| force, or to another detailer, to implement as many of the | | : | : | : |
| | | : | : | : |

10. Project Plan Data

recommendations developed under the action taken on step B as possible by the end of the fiscal year.

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6-25-63 | OP-104 |
| 4. Project Title | Project Objective: | | |
| Occupational Standards | To develop a Department guide for reviewing, evaluating, and preparing comments and | | |
| Maintenance Program | suggestions on CSC drafts of occupational standards, and to validate standards for | | |
| | wage board positions. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / / Initial /x/ Interim / / Implementation | | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| T. T. Townsend, Chief, Classification & Standards Division | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| A. Develop a draft to describe steps taken and considerations usually involved in reviewing tentative standards received from CSC. | Marx | Fiscal 1964 | |
| 1. Collect copies of comments prepared by agencies on tentative standards and review to identify existing tendencies and practices in preparing such comments. | | | |
| 2. Select examples of comments, both good and not so good, to discuss with agency representatives before determining which to include in final check list. | | | |
| 3. Complete a list of "do's" and "don'ts" to be considered by agencies in reviewing and preparing comments on standards drafts. | | | |
| 4. Talk with agency representatives about some of the problems they encounter in effort to obtain adequate review of proposed standards, including their relationships with program officials and personnel staff in the field whose views are solicited on these proposals. Through understanding reached in this manner, write a guide that will include the features mentioned and be issued as a means of securing better comments and suggestions for use in developing a Department position on | | | |

10. Project Plan Data

standards drafts in the future.

B. Begin validation study of standards for wage board jobs :
by obtaining statistics on current series and grade levels of:
these jobs in the Department, by agency. Compare results :
with definitions in Wage Board Manual. Compile data to show :
which series and levels are either not used by the agencies :
or not described in the Manual. Review results with the :
agencies to determine need for changing some of the standards.

C. Conduct critical review of qualification standards for wage board positions issued by the Civil Service Commission. Distribute copies to agencies to apply under test conditions, and analyze their comments on results to determine Department-wide applicability. Obtain approval of the Civil Service Commission on changes necessary to make the standards meet Department requirements.

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: | Personnel Management |
| | PROJECTED WORK PLANS and | : | 2. Date of Report | : | 3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | 6-25-63 | : | OP-105 |
| 4. Project Title | : | Project Objective: | | | |
| Interdepartmental Exchange of Classification Information | : | To establish interdepartmental exchange, to be operated by classification and pay specialists, on position and pay management problems and projects of current interest. | | | |
| 5. Type of Report | : | | 6. Time Schedule (Dates) | | |
| /X/ Proposal / / Initial / / Interim / / Implementation | : | | Initiation : Completion of Study: Installation | | |
| 7. Submitted by: | : | | 8. Approved for Agency (Signature) | | |
| T. T. Townsend, Chief, Classification & Standards Division | : | | Carl B. Barnes | | |
| 11. Cost Data | : | 9. Title | | | |
| | : | Director of Personnel | | | |
| | : | Assigned : Target: Progress as of : Progress as of | | | |
| | : | To : Date : 12/31 : 6/30 | | | |
| 10. Project Plan Data | : | | | | |
| A. Select 3 members of Classification Council to serve as program committee and meet with them regularly to plan bi-monthly programs, the primary purpose of which will be to exchange information about significant changes in grade structure and organization patterns in this and the other departments, and to obtain as much concerted action as seems desirable and possible on problems of mutual concern. | : | Townsend : Aug.1 : | | | |
| 1. Call on agencies to provide secretarial assistance for bimonthly meetings and to transcribe recordings of speeches and other program material. | : | " : | | | |
| 2. Publish the transcribed recordings for distribution through personnel offices of the Department. | : | " : | | | |

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|--|---------------------------------|---|--|--------------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: Personnel Management |
| PROJECTED WORK PLANS and | | : | 2. Date of Report | |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : | 6-25-63 | :3. Project No. OP-106 |
| 4. Project Title | | : | Project Objective: | |
| Classification Handbooks and Manuals | | : | To edit and arrange for the duplication or printing of the handbooks and manuals needed to achieve other position and pay management project objectives. | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| | | : | Initiation | :Completion of Study: Installation |
| /X / Proposal / / Initial / / Interim / / Implementation | | : | | |
| 7. Submitted by: | | : | 8. Approved for Agency (Signature) | |
| T. T. Townsend, Chief, Classification & Standards Division: | | : | <i>Carl B. Bantz</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned | : Target: Progress as of |
| | | : | To | : Date : 12/31 : Progress as of 6/30 |
| 10. Project Plan Data | | : | | |
| A. Appoint 3 members of the Classification Council to serve as an editorial committee. Make its first assignment the collection of reference materials that will help detailers on other classification, standards, and pay management projects prepare the drafts of handbooks, manuals, etc., for which they are responsible. | | : | Townsend | : Sept.1 : |
| B. Use the committee to edit and arrange for the typing and reproduction of mss. received from committees and project leaders on other classification, standards, and pay management subjects. Also use the committee to develop ideas about printing and publishing this material which will make it visually attractive and give it added reader appeal. | | : | " | : " : |
| C. The following are listed to indicate the types of publications with which the Editorial Committee will be concerned (priorities for preparing and publishing individual items on the list to be established by the Classification Council): | | : | " | : " : |
| 1. Supervisor's Handbook of Position and Pay Management Rules and Procedures | | : | | : |
| 2. Occupational Standards Handbook for Supervisors | | : | | : |

| Supplemental Sheet | | Assigned | Target | Progress as of | Progress as of |
|---|----------|----------|--------|----------------|----------------|
| OP-106 | | To | Date | 12/31 | 6/30 |
| 10. Project Plan Data | | | | | |
| 3. Classification Training Manual | Townsend | Sept. 1 | | | |
| 4. Plain Text Edition of Position and Pay Management Statutes for Supervisors | | | | | |
| 5. Brochures on such topics as "The Role of Classification Audits in Program Evaluation and Management Appraisal," "The Nature, Purpose, and Use of Position Classification Factors," "Decision-Making in the Classification and Pay Management Area," and a series on "classification in action" which would show the relation of classification to other management processes - e.g., Classification and the Budgeting Process; Classification, Organization, and Job Design; Classification and Manpower Utilization; Classification and the Examining, Recruitment, and Placement Function. | | | | | |

Section 4

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EMPLOYEE DEVELOPMENT DIVISION

[illegible]

10. Project Plan Data

B. Seminars in Middle Management (SIM)
(See PPRM No.111)

- (1) Seminars in Middle Management (SIMM) will be conducted as a five-day live-in program for both Washington and field personnel. This program is focused toward middle managers, primarily GS 11-13.

Buchanan 8/63
&
Cont.

Cont.

- (2) Five Washington, D.C. area (JIMM) programs have been scheduled for F.Y.64 with agency nominations requested as per target dates.

| | |
|---------|-------|
| Valadez | 8/63 |
| | 10/63 |
| | 1/64 |
| | 3/64 |
| | 5/64 |

- (3) The following five field locations have been selected for (SIMM) programs for F.Y.64:

Smith

Atlanta, Georgia-----
San Francisco, California-----
Dallas, Texas-----
St. Paul, Minnesota-----
Indianapolis, Indiana-----

- 9/63
- 11/63
- 2/64
- 4/64
- 6/64

- (4) For the field (SIMM) programs for F.Y.64, agency employee development officers at or near location of seminar scheduled will serve as associate coordinators assisting staff members of the Employee Development Division, OP, with planning, organization and conducting these seminars.

Smith

- 9/63
- 11/63
- 2/64
- 4/64
- 6/64

10. Project Plan Data

C. Evaluating Management Development Programs

(See PPRM No.29)

- (1) A three-step process, developed in cooperation with OP Research Staff, will be used to attempt to evaluate effectiveness of Management Development Programs.

- (a) Before and after questionnaires to participants and their supervisors.

- (b) Whenever possible, meetings will be held with participants prior to and after training.

- (c) The final evaluation step will be completed approximately six months after participants have completed their seminars.

- (2) This evaluation effort will be a continuous operation during F.Y.64 with periodic reports on results submitted to agencies and participants.

D. Special Management Development Projects

(See PPRM Nos. 111 & 118)

Special seminars and programs will be planned, scheduled, and conducted which relate to over-all management development in USDA.

| June 21, 1963 Supplemental Sheet OP-200 | | | Assigned | Target | Progress as of | Progress as of |
|---|--|--|----------|--------|----------------|----------------|
| | | | To | Date | 12/31 | 6/30 |
| 10. Project Plan Data | | | | | | |
| (1) <u>Kepner-Tregoe Management Decision Making and Problem Analysis</u> | | | | | | |
| Eight five-day sessions have been scheduled for Department managers during F.Y.64 at the following locations: | | | | | | |
| Washington Area----- | | | Buchanan | 7/63 | | |
| Denver, Colorado----- | | | | & | | |
| San Francisco, California----- | | | | Cont. | | |
| St. Paul, Minnesota----- | | | | | | |
| Washington Area----- | | | | 7/63 | | |
| Atlanta, Georgia----- | | | | 8/63 | | |
| St. Louis, Missouri----- | | | | 9/63 | | |
| Washington Area----- | | | | 10/63 | | |
| | | | | 11/63 | | |
| | | | | 1/64 | | |
| | | | | 2/64 | | |
| | | | | 3/64 | | |
| (2) <u>Special Management Development Seminars</u> | | | | | | |
| (a) Special two to four hour Management Development Seminars will be organized and conducted both in Washington - Beltsville area and field locations during F.Y.64. | | | LaMois | 9/63 | | |
| | | | & | & | | |
| | | | Buchanan | Cont. | | |
| (b) It is projected that a total of ten such meetings will be held. | | | | | | |
| | | | LaMois | 9/63 | | |
| | | | & | & | | |
| | | | Buchanan | Cont. | | |
| (c) Participants of SED and SIMM programs plus other available Department managers will be invited to attend these special seminars. | | | | | | |
| | | | LaMois | 9/63 | | |
| | | | & | & | | |
| | | | Buchanan | Cont. | | |
| (d) Department executives from the Secretary's Office, Agency Heads plus noted resource people from industry and universities will be scheduled to meet these groups and lead discussions on current and timely subjects. | | | | | | |
| | | | LaMois | 9/63 | | |
| | | | & | & | | |
| | | | Buchanan | Cont. | | |

10. Project Plan Data

(3) New and Emerging Management Development Projects

As new and emerging management development projects come into focus during F.Y.64, steps will be taken, as manpower permits, to staff them out effectively so that action taken will bring desired results. Included will be the following plus others that will be "born" as the year progresses.

(a) National Survival Training

(b) Peace Corps (USDA Cooperation)

(c) Congressional Operations Program

(d) University Fellowships and Scholarships

(e) Executive Review Meetings

: Draheim, : 7/63
: Buchanan : &
: & : Cont.
: LaMois :

Buchanan 7/63
&
Cont.

: Draheim : 7/63
: : &
: : Cont.

Rasmussen 7/63
&
Cont.

Smith 7/63
&
Cont.

LaMois 7/63
&
Cont.

[illegible]

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 21, 1963 | OP-202 |
| 4. Project Title | Project Objective: Provide continuous leadership to agencies in the development and | | |
| General Training | initiation of training policies, plans and programs. Administration of Training Act | | |
| | and planning, conducting and coordinating training activities for interagency and | | |
| | Department participation. Plan, organize, develop and conduct pilot programs as | | |
| 5. Type of Report | necessary. | 6. Time Schedule (Dates) | |
| | | Initiation | Completion of Study: Installation |
| / / Proposal / / Initial /X/ Interim / / Implementation | | Cont. operation: | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| E. R. Draheim, Chief, Employee Development Division, OP | <i>Carl B. Bann</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned | Target | Progress as of |
| | To | Date | 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| A. Administration of P.L. 85-507 (See PPRM Nos.30 & 31) | | | |
| (1) Administer current Department policy for effective utilization of the Government Employees' Training Act. (GETA) | Buchanan | Cont. | |
| (2) Develop new Department policies and procedures as such needs may arise and issue necessary regulations, after review by the agencies, in administering the Government Employees' Training Act. (See PPRM No.7) | Buchanan | 7/63 | |
| | | & | |
| | | Cont. | |
| (3) Approve training in all cases requiring Departmental review. | Buchanan | Cont. | |
| (4) Coordinate participation for USDA employees in all training activities conducted in the Washington, D.C. area by Federal agencies. | Kravitz | Cont. | |
| | & | | |
| | Valadez | | |
| (5) Issue appropriate and necessary training announcements to agencies about in-service and out-service training opportunities. | Kravitz | Cont. | |
| | & | | |
| | Valadez | | |
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[illegible]

10. Project Plan Data

- (4) Special short period interagency secretarial training sessions will be organized and conducted in the Washington - Beltsville area on specific subjects such as mimeographing techniques, telecommunications systems and other developing timely items in order to keep secretaries current and up to date.

C. Orientation Training (See PPRM No.24)

- (1) A comprehensive Departmentwide orientation training program will be developed for use in the Washington - Beltsville area. This program will incorporate orientation to the Department as formally provided plus greater recognition of the employees' needs upon entering on duty.

- (2) These orientation sessions will be scheduled periodically throughout F.Y.64 dependent upon the number of employees needing this type of training.

- (3) Orientation for field employees: A study will be conducted with agencies to determine the need and advisability of Department interagency orientation material and training sessions for employees entering on duty with the Department at major field locations.

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| Lynch | 7/63 |
| Lynch | 3/64 |
| Lynch | 7/63 |
| Smith | 9/63 |
| Smith & Rasmussen | Monthly |
| Smith & Rasmussen | Open |

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|---|--|--|----------------------------------|------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management | |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : June 21, 1963 | : OP-203 | |
| 4. Project Title | : Project Objective: Provide Departmentwide leadership to colleges and universities by | | | |
| College and University | : keeping them informed of current and projected USDA recruitment and training needs | | | |
| Relations | : through the Joint Land-Grant College - USDA Committee on Training for Government | | | |
| | : Service. | | | |
| 5. Type of Report | : | 6. Time Schedule (Dates) | | |
| | : | :Initiation :Completion of Study: Installation | | |
| / / Proposal / / Initial /X/ Interim / / Implementation | : | : Cont. operation; : | | |
| 7. Submitted by: | : | :8. Approved for Agency (Signature) | | |
| E. R. Draheim, Chief, Employee Development Division, OP | : | : <i>Carl B. Barnes</i> | | |
| 11. Cost Data | : | :9. Title | | |
| | : | : Director of Personnel | | |
| | : | : Assigned | : Target: | Progress as of |
| | : | : To | : Date : | : Progress as of |
| | : | | 12/31 | 6/30 |
| 10. Project Plan Data | : | : | : | : |
| A. <u>Liaison with Land-Grant Institutions</u> | : | : | : | : |
| | : | : | : | : |
| (1) Serve as Co-Chairman and provide aggressive leadership to the Committee. | : | Barnes | : Cont. : | : |
| | : | : | : | : |
| | : | : | : | : |
| (2) As member of Committee, provide liaison with Land-Grant Institutions on matters related to preparation and training for Government Service. | : | Draheim | : Cont. : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
| B. <u>Developing Plans for Joint Committee Work</u> | : | : | : | : |
| | : | : | : | : |
| (1) Recommend changes in Department membership on the Joint Committee and issue Secretary's Memorandum announcing changes. | : | Draheim | : 1/64 : | : |
| | : | : | : | : |
| | : | : | : | : |
| (2) Work with Committee members in developing course of action and agendas for meetings. | : | Draheim | : 10/63 : | : |
| | : | : | : & : | : |
| | : | : | : 2/64 : | : |
| | : | : | : | : |
| (3) Develop agendas from items agreed to by all members and issue announcements for scheduled meetings of the entire Joint Committee | : | Lynch | : 10/63 : | : |
| | : | : | : & : | : |
| | : | : | : 3/64 : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |

| June 21, 1963 | Supplemental Sheet | OP-203 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|---|--------------------|--------|-------------|--------------------|----------------------|---------------------|
| 10. Project Plan Data | | | | | | |
| (4) Arrange for facilities and details for all Committee meetings. | | | Lynch | 10/63 & 3/64 | | |
| C. <u>Conduct of Committee Meetings</u> | | | | | | |
| (1) Keep alert to matters which should be brought to the attention of the Committee. | | | Draheim | Cont. | | |
| (2) Brief discussion leaders so that they will be properly prepared and present as scheduled. | | | Lynch | 11/63 & 4/64 | | |
| (3) Serve as Executive Secretary to the Joint Committee. | | | Lynch | Cont. | | |
| (4) Develop reports on Meetings and see that they are distributed and effectively utilized. Regular distribution is to Committee Members, Agency Heads, Personnel Officers and Land-Grant Institutions. | | | Lynch | 11/63 & 4/64 | | |
| D. <u>Follow Up on Committee Decisions</u> | | | | | | |
| (1) Develop and take specific action to implement each recommendation made by the Joint Committee. | | | Lynch | 7/63 & Cont. | | |
| (2) Develop the 1963 Annual Report of the Joint Committee for approval of the Committee at the November 1963 Meeting. | | | Lynch | 10/63 | | |
| E. <u>Evaluation of Results of Joint Committee Work</u> | | | Draheim | Cont. | | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 21, 1963 | OP-204 |
| 4. Project Title : Project Objective: To provide Departmentwide leadership and coordination in keeping Department Leadership in : Training Officers and other USDA officials in focus with current, new and develop- Keeping Current in Training : ing training activities in USDA, other government agencies, industry, universities Area : and elsewhere. | | | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal / / Initial /X/ Interim / / Implementation | | Initiation : Completion of Study: Installation | |
| 7. Submitted by: | | 8. Approved for Agency (Signature) | |
| E. R. Draheim, Chief, Employee Development Division | | <i>Carl B. Barnes</i> | |
| 11. Cost Data | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned : Target: Progress as of : Progress as of | |
| | | To : Date : 12/31 : 6/30 | |
| 10. Project Plan Data | | | |
| A. <u>Training Officers' Seminars</u> (See PPRM No.29) | | | |
| (1) These Training Officers' Seminars are planned, organized and conducted under the direction of a Program Committee appointed by the Director of Personnel the beginning of each fiscal year. Agency Training Officers are rotated as members of this Program Committee. | | Draheim : 7/63 : | |
| (2) Staff member, Employee Development Division, serves as coordinator for this Program Committee that plans, organizes, issues notices and conducts these monthly seminars attended by Training Officers, Personnel Officers plus other management and program officials. Programs include a wide variety of resource people who discuss subjects of current interest. | | Buchanan : Monthly: | |
| B. <u>Training Officers' Luncheons</u> (See PPRM No.29) | | | |
| Twice each month all USDA Training Officers hold a luncheon meeting conducted by rotational chairmanship. Employee Development Division, OP, coordinates the scheduling of this program and assigns the rotation | | Kravitz : Bi- : Monthly: | |

June 21, 1963

Supplemental Sheet

OP-204

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| : Assigned : | Target: | Progress as of | : Progress as of |
| : To : | Date : | 12/31 | : 6/30 |

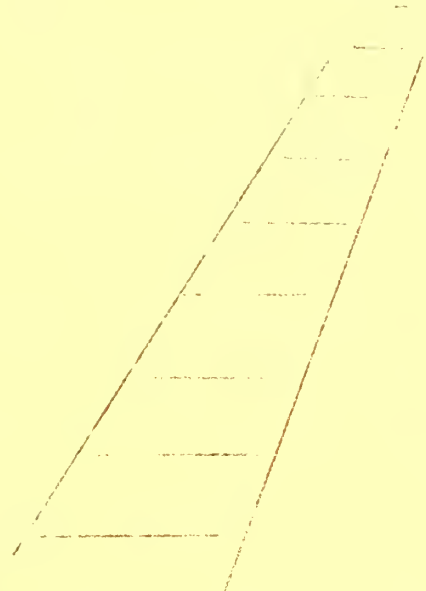
10. Project Plan Data

chairman. This media of communication is used to keep all USDA training personnel informed of latest developments and current training opportunities throughout the Department, other government agencies, industry, universities and elsewhere.

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 21, 1963 | OP-205 |
| 4. Project Title | | Project Objective: To provide Departmentwide leadership and coordination in | |
| New Trends and Technology | | performing necessary research and "piloting out" developmental programs on new | |
| in Developing People | | trends and technology concerned with developing people. | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal / / Initial /X/ Interim / / Implementation | | Initiation : Completion of Study: Installation | |
| 7. Submitted by: | | Cont. operation: | |
| E. R. Draheim, Chief, Employee Development Division, OP | | 8. Approved for Agency (Signature) | |
| 11. Cost Data | | Carl B. Barmen | |
| | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned : Target: Progress as of : Progress as of | |
| | | To : Date : 12/31 : 6/30 | |
| 10. Project Plan Data | | | |
| A. <u>Gearing USDA Training for 1973</u> (See PPRM No.29) | | | |
| Study, evaluate, initiate and develop new techniques and methods for developing people - projecting through 1973. | | Draheim : 7/63 : : | |
| | | : & : : | |
| | | : Cont. : : | |
| B. <u>ADP (MOHR) in Developing People</u> (See PPRM Nos.37 & 38) | | | |
| Solid thought, research in depth followed by action is needed to determine the impact of ADP (MOHR) on future training efforts in USDA | | LaMois, : 7/63 : : | |
| | | : Smith : & : : | |
| | | : & : Cont. : : | |
| | | : Rasmussen : : : | |
| C. <u>Programmed Learning</u> | | | |
| (1) A special task force chaired by a staff member of the Employee Development Division, OP, will study the techniques and value of programmed learning and its use in developing people in USDA. | | LaMois, : 7/63 : : | |
| | | : Smith : & : : | |
| | | : & : Cont. : : | |
| | | : Rasmussen : : : | |
| (2) Members of this task force will receive special training in programmed learning through Government and University programs. | | LaMois, : 9/63 : : | |
| | | : Smith : : : | |
| | | : & : : : | |
| | | : Rasmussen : : : | |

| June 21, 1963 | Supplemental Sheet | OP-205 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--|--------------------|--------|---------------------------|-------------|----------------------|---------------------|
| 10. Project Plan Data | | | | | | |
| (3) Task force members will be available to assist Agency Training Officers in effective use of programmed instructions. | | | LaMois, Smith & Rasmussen | 9/63 | | |
| D. <u>Training Via T.V.</u> | | | | | | |
| Develop pilot programs for the use of closed circuit T.V. to meet future training needs in USDA. | | | Smith | 7/63 | | |
| | | | | & Cont. | | |
| E. <u>Simulation in Training</u> | | | | | | |
| Develop pilot programs for use of simulation exercises to meet future training needs in USDA. | | | Rasmussen | 8/63 | | |
| | | | | & Cont. | | |
| F. <u>Gaming in Training</u> | | | | | | |
| Develop pilot program for use of "Gaming" to meet future training needs in USDA. | | | Westcott | 8/63 | | |
| | | | | & Cont. | | |

Section 5



EXAMINATION AND EMPLOYMENT
DIVISION

| | | | |
|---|--|-----------------------------------|--------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6/26/63 | OP 300 |
| 4. Project Title | Project Objective: | | |
| Recruitment - Summer Student | 1. To make maximum use of the summer student employment program as a recruiting device for career service. | | |
| Employment | 2. To secure most effective placement & utilization of student employees. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal /X/ Initial / / Interim / / Implementation | Initiation | Completion of Study: Installation | |
| | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| H. R. Peecksen, Chief, Examination & Employment Division | Carl B. Bann | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned | Target | Progress of |
| | To | Date | 12/ 6/30 |
| 10. Project Plan Data | | | |
| 1. Review the operations of the 1963 summer program. Identify problem areas and recommend plans for an improved approach for summer 1964. | Gross | 12/30/63 | |
| 2. Obtain information from agencies as to estimated agency needs for summer employment for 1964. | Thomas | 2/15/64 | |
| 3. Provide orderly referral of applicants to agencies for consideration and placement in positions appropriate to applicant's education and career interests. | Thomas | 5/1/64 | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | : | 2. Date of Report | : 3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | 6/27/63 | : OP 301 |
| 4. Project Title | | : | Project Objective: | |
| Central Interview and Referral | | : | 1. To maintain current information on agency personnel needs and trends in the employment market. | |
| | | : | 2. To provide counsel and service to applicants on employment opportunities in the * | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | | : | Initiation 7/1/63 | : Completion of Study: Installation |
| 7. Submitted by: | | : | 8. Approved for Agency (Signature) | |
| H. R. Peecksen, Chief, Examination & Employment Div. | | : | <i>Carl B. Bower</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned To | : Target: Date |
| | | : | | : Progress as of 12/31 |
| | | : | | : Progress as of 6/30 |
| Project Objective (continued) | | : | | |
| * Department of Agriculture. | | : | | |
| 3. To facilitate and coordinate the review and current updating of informational material developed outside the Department of Agriculture. | | : | | |
| 4. To insure that employees reached in RIF are given every possible assistance to find suitable continuous employment. | | : | | |
| 10. Project Plan Data | | : | | |
| 1. Maintain (continuous) contact with agency employment officers to be currently informed on employment needs. | | : | Zell & Howard | : contin-uous |
| 2. Maintain current information on employment market conditions through feed-back from the agencies, liaison with the Civil Service Commission, InterDepartmental Placement Committee, U. S. Employment Service and other sources. | | : | Zell & Howard | : " |
| 3. Interview applicants and refer qualified applicants to proper employment offices. | | : | Zell & Howard | : " |
| 4. Serve as Department representative on Inter-Departmental Placement Committee to exchange information on Department: | | : | | |

| Supplemental Sheet | | OP 301 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--------------------|--|--------|-------------------------------|-----------------|-------------------------|------------------------|
| 10. | Project Plan Data | | | | | |
| | needs and to facilitate the placement of qualified employees. | | Zell | weekly | | |
| 5. | Refer to agencies or review and respond to employment letter referrals received from the White House, Members of Congress, other Government officials and inquiries from the general public. | | Zell & Howard | contin- uous | | |
| 6. | Furnish information and appropriate printed material in response to requests from placement counselors and the general public. | | Zell & Howard | " | | |
| 7. | Systematically obtain feed-back information on applicants referred to keep currently informed of the effectiveness of the interview and screening processes; making adjustments as needed to improve the function and better serve the agencies. | | Zell & Howard | " | | |
| 8. | Review Civil Service Commission recruitment brochures containing information pertinent to agencies in Agriculture and make changes or suggestions to assure their accuracy and effectiveness. | | Peecksen & Gross | " | | |
| 9. | Gather information from agencies of the Department and develop employment brochures and other appropriate materials for distribution to prospective applicants and general public. | | Peecksen Gross & Howard | " | | |
| 10. | Maintain current list of Group III (TAPER) employees. | | Zell | " | | |
| 11. | Review Group III listing and refer qualified employees reached in reduction in force to agencies for displacement action. | | Zell | " | | |
| 12. | Refer employees reached in RIF for consideration for placement within the Department and to other agencies of the Government. | | Zell | " | | |
| 13. | Maintains current re-employment rights listing and issues notice to agencies restricting employment to affected positions. | | Zell | " | | |

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| 10. Project Plan Data | | | |
| 6. Review the extent to which tests are used; consistency between plans. | Gross & Thomas | continuous | |
| 7. Review Civil Service Commission inspection reports, agency evaluation reports, grievances filed, etc. | | | |
| (a) for appropriateness of the use of the exceptions clauses in the promotion plan; | Gross & Thomas | " | |
| (b) adequacy of records and documents. | " | " | |
| 8. Study the extent to which executive development training programs are used in staffing and whether any aspect of the merit promotion program hinders the operation of executive development. | Peecksen & Gross | " | |
| 9. Survey of representative sample of employees and supervisors as to the adequacy, fairness and procedural efficiency of the program. | Peecksen & Gross | 3/31/64 | |
| 10. Study the information obtained and identify deterrents to availability of well-qualified candidates for promotion; such as, moving costs, monetary rewards, prestige, and artificial barriers restricting mobility of promotable candidates, qualification requirements. | Peecksen & Gross | continuous | |
| 11. Make interim evaluation of the information gathered in terms of overall effectiveness. | Peecksen & Gross | 4/30/64 | |
| 12. Staff report to the Director as to findings. | Peecksen & Gross | 6/30/64 | |

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|--|--|------------------------------------|----------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification |
| 5-63 | Office of Personnel | :No. 5 : Category: | Personnel Management |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6/26/63 | : OP 304 |
| 4. Project Title | : Project Objective: | | |
| Employee Utilization | : 1. To broaden understanding of the full scope of the Department's responsibility for | | |
| | : maximum use of employee's abilities, experience and skills. | | |
| | : 2. To afford an opportunity to employees for achieving goals consistent with their | | |
| 5. Type of Report | : 6. Time Schedule (Dates) | | |
| | :Initiation | :Completion of Study: Installation | |
| / / Proposal / / Initial /x/ Interim / / Implementation | : 7/1/63 | : | |
| 7. Submitted by: | :8. Approved for Agency (Signature) | | |
| H. R. Peecksen, Chief, Examination & Employment Division | : <i>Carl B. Thomas</i> | | |
| 11. Cost Data | :9. Title | | |
| | : Director of Personnel | | |
| | : Assigned | : Target: | Progress as of |
| | : To | : Date : | : Progress as of |
| | | 12/31 | 6/30 |
| Project Objective (continued) | : | : | : |
| | : | : | : |
| abilities and interests | : | : | : |
| | : | : | : |
| 3. To determine the type of climate that makes for optimum | : | : | : |
| use of the employee's skill and experience. | : | : | : |
| | : | : | : |
| 10. Project Plan Data | : | : | : |
| | : | : | : |
| 1. Review Civil Service Commission reports describing | : | : | : |
| methods used by individual agencies and offices to | : | : | : |
| achieve maximum utilization of employee's skills, | :Peecksen | :contin- | : |
| aptitudes and abilities. | :& Gross | :ous : | : |
| | : | : | : |
| 2. Study methods used to identify employee's skills, apti- | : | : | : |
| tudes and abilities, such as: | : | : | : |
| | : | : | : |
| (a) placement follow up | : | : | : |
| (b) skills files | : | : | : |
| (c) multiple appraisal | : | : | : |
| (d) tests | :Thomas | : | : |
| (e) other methods | :& Gross | : " | : |
| | : | : | : |
| 3. Study methods used by agencies to eliminate the "dead- | Thomas | : | : |
| end job." | :& Gross | : " | : |
| | : | : | : |
| | : | : | : |
| | : | : | : |

10. Project Plan Data

4. Study relationship of understudy and career development programs to the field of employee utilization.
5. Attend the meetings and seminars to obtain current information on methods, techniques and procedures used to achieve positive results in identifying and channeling the employee's abilities, skills and experience into the most effective work areas.
6. Identify and make available to agencies resource material and information for their use and guidance.
7. Prepare and issue suggestions, recommendations or guides on employee utilization.

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| Gross | contin- |
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| Peecksen | as |
| & Gross | avail- |
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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6/26/63 | : OP 305 |

4. Project Title : Project Objective:
: 1. To improve the effectiveness of performance evaluation.

Performance Evaluation

| | | |
|---|---|--|
| 5. Type of Report | : | 6. Time Schedule (Dates) |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | : | :Initiation :Completion of Study: Installation |
| | : | : 7/1/63 : |

7. Submitted by: H. R. Peecksen, Chief, Examination & Employment Division

8. Approved for Agency (Signature)
Carl B. Bann

11. Cost Data

9. Title
Director of Personnel

| | | | |
|-------------|---------------|------------------------|-----------------------|
| Assigned To | : Target Date | : Progress as of 12/31 | : Progress as of 6/30 |
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10. Project Plan Data

1. To review agency performance evaluation plans:

(a) For extent to which performance standards are used, understood and accepted by supervisors and employees.

(b) For method used to accomplish periodic appraisal and the uses made by management and the employee of such appraisals.

(c) The status of the performance evaluation programs in terms of understanding and degree of acceptance by management and employees.

Thomas & Gross : continu-
ous

2. Participate in meetings and seminars to obtain information concerning methods and techniques used in industry and government and to observe trends developing in this field.

Peecksen & Gross : as avail-
able

3. Issue staff reports of findings.

Peecksen & Gross : as developed

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|---|--|-----------------------------------|--------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6/26/63 | OP 306 |
| 4. Project Title | Project Objective: | | |
| Liaison Activities | 1. To assist the Civil Service Commission in meeting special project needs. 2. To provide for the flow of information between the Division and its counterparts in other Departments and with agencies of the Department. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal /x/ Initial / / Interim / / Implementation | Initiation | Completion of Study: Installation | |
| | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| H. R. Peecksen, Chief, Examination & Employment Division | <i>Carl B. Banner</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of |
| | | 12/31 | Progress as of |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| 1. Serve as contact officer between Department and Civil Service Commission for the purpose of furnishing clerical and secretarial help to the White House. | Zell | contin- ous | |
| 2. Serve as contact between Department and Civil Service Commission for the purpose of furnishing monitors and examiners to the Commission. | Zell | " | |
| 3. Participate in Inter-Agency Group meetings and discussions of current problems relating to all areas of responsibilities assigned the Division. | Peecksen & Gross | " | |
| 4. Serve as point of contact for the flow of information to and from Agencies on matters relating to the assignment of the Division. | Peecksen & Gross | " | |
| 5. Serve as point of contact for the flow of information between Departments on matters relating to the work of the Division. | Peecksen & Gross | " | |

| Project Objective (continued) | | | | |
|-------------------------------|--|-----------------|----------|--|
| | activities of the Department and its agencies (at the college level). | | | |
| 3. | To develop information for use in discussions with college officials on possible modification of curriculum to meet agency requirements and improve rapport between the colleges and the Department. | | | |
| 10. | Project Plan Data: | | | |
| 1. | Submit multipurpose college recruitment directory to Office of Information for publication. | Gross | 8/1/63 | |
| 2. | Distribute USDA multipurpose college recruitment directory | Thomas & Howard | 10/30/63 | |
| 3. | Obtain information from the agencies of their employment needs, present and anticipated, for college-level talent. | Thomas & Gross | 9/1/63 | |
| 4. | Publish Opportunities for Employment brochure. | Gross | 10/30/63 | |

10. Project Plan Data

5. Distribute Opportunities for Employment brochure.

(a) to the agencies

(b) direct mailing

(c) personal release

6. Planning and coordinating of recruiting activity:

(a) scheduling of USDA College Recruitment Exhibits

(b) arrange for the Department to be represented at career festivals.

(c) field evaluation and review on site of one major career recruitment activity in each of four geographical areas.

7. Re-evaluate college-level recruitment needs.

Prepare and distribute any needed additional recruiting information, reflecting changes in need for college-level talent.

8. Prepare overall report by Examination and Employment

Division to the Director of Personnel on program results.

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Section 6

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HEALTH, SAFETY, AND WELFARE
DIVISION

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | : | 2. Date of Report | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | July 12, 1963 | : 3. Project No. OP 400 |
| 4. Project Title | : Project Objective: | | | |
| | : To provide an Occupational and Preventive Health Program to protect and preserve the | | | |
| Employee Health | : health of all employees | | | |
| | : | | | |
| 5. Type of Report | : | 6. Time Schedule (Dates) | | |
| | : | Initiation | : Completion of Study: Installation | |
| / / Proposal / / Initial / / Interim / / Implementation | : | : | | |
| 7. Submitted by: | : 8. Approved for Agency (Signature) | | | |
| | : <i>Carl B. Barnes</i> | | | |
| 11. Cost Data | : | 9. Title | | |
| | : | Director of Personnel | | |
| | : | Assigned | : Target: | Progress as of |
| | : | To | : Date : | 12/31/63 |
| | : | | : | 6/30/64 |
| 10. Project Plan Data | : | : | : | : |
| A. Provide emergency care for on-the-job illness and injuries to employees in the Washington-Beltsville area - 60,000 employees seen in Fiscal Year 1962-1963. | Dr. Buchanan: | Cont.: | : | : |
| | and Health: | : | : | : |
| | Unit Nurses: | : | : | : |
| | : | : | : | : |
| B. Examinations: Pre-employment, pre-overseas travelling, fitness for duty and disability retirement. 200 examinations 1962-63. | Dr. Buchanan: | Cont.: | : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
| C. Consultations with individual employees, supervisors, and personnel officers about job-related health problems. Approximately 1,000 consultations in 1962-63. | Dr. Buchanan: | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
| D. Monitoring examinations of employees engaged in hazardous duties. Approximately 100 in 1962-63. | Dr. Buchanan: | Some | : | : |
| | : | monthly: | : | : |
| | : | others: | : | : |
| | : | quarterly | : | : |
| | : | : | : | : |
| E. Screening examinations: Chest X-rays, visual, hearing, and diabetes. Approximately 8,000 in 1962-63. | Health | : Annual : | : | : |
| | Units | : : | : | : |
| | : | : | : | : |
| F. Immunization Programs for tetanus, polio and influenza. Approximately 9,130 in 1962-63. | Health | : Annual : | : | : |
| | Units | : Oct. '63: | : | : |
| | : | : Nov. '63: | : | : |
| | : | : | : | : |
| | : | : | : | : |
| | : | : | : | : |
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| Supplemental Sheet | OP-400 | : Assigned : : To : | Target : : Date : | Progress as of 12/31/63 | Progress as of 6/30/64 |
|---|--------|---|----------------------|----------------------------|---------------------------|
| 10. Project Plan Data | | | | | |
| G. Blood Donor Program - 1700 pints 1962-63. | | Mrs. Hackett | 5 times yearly | | |
| H. Placement of physically handicapped and emotionally restored - technical consultations. Approximately 50 placed in 1962-63. | | Dr. Buchanan | Cont. | | |
| I. Training - Supervisory Development Programs, Secretarial Training Programs, and others. Approximately 1000 times 1962-63. | | Dr. Buchanan | On request | | |
| J. Review of Health and Safety Programs - field consultations with Safety Officers in 1962-63. | | Dr. Buchanan and Mr. Shepherd | Cont. | | |
| 1. Grain Inspectors, ASCS | | | | | |
| 2. Research Laboratories, ARS | | | | | |
| 3. Field Safety Problems, several agencies | | | | | |
| K. Liaison with other government agencies to improve Health Programs in 1962-63 with USPHS, BEC and CSC. | | Dr. Buchanan | Cont. | | |
| L. Health Education - the use of lectures, written articles, printed materials, films, etc. | | Dr. Buchanan and Health Unit Nurses | Cont. | | |
| M. Survey and establish Health Units as determined necessary. See Project OP-401. | | | | | |
| N. Participation in Council of Federal Medical Directors for Occupational Health to improve employee health programs throughout government. | | Dr. Buchanan | Meets quarterly | | |

| 10. Project Plan Data | | | |
|---|-----|-------------|--|
| Contract with agencies for reimbursement to the Office of Personnel | LKB | June 1963 | |
| Contract for space | LKB | June 1963 | |
| Supplying room and hiring personnel | LKB | August 1963 | |
| Opening of Unit | LKB | Sept. 1963 | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | : | No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | : | 2. Date of Report | : 3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : | June 21, 1963 | : OP 427 |
| 4. Project Title | | : | Project Objective: To record and disseminate accident information and promote | |
| Safety Records & Reports | | : | accident prevention based on recorded experience making full use of ADP operations | |
| | | : | to the fullest extent practical. (See PPR No. 76c) | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| | | : | Initiation | : Completion of Study: Installation |
| / / Proposal / / Initial / X / Interim / / Implementation | | : | | : |
| 7. Submitted by: Henry F. Shepherd, Department Safety Officer | | : | 8. Approved for Agency (Signature) | |
| Division of Health, Safety and Welfare | | : | <i>Carl B. Garner</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned | : Target: Progress as of : Progress as of |
| | | : | To | : Date: 12/31 : 6/30 |
| 10. Project Plan Data | | : | | |
| Promote a vigorous safety information and education | | : | Shepherd | : Contng: |
| program utilizing: | | : | | : |
| . Safety Exchange Packets | | : | | : |
| . Monthly Injury Reports | | : | | : |
| . Case Studies | | : | | : |
| . Investigation Reports | | : | | : |
| . Safety Signals | | : | | : |
| . Timely News Items | | : | | : |
| . Annual Reports | | : | | : |
| . and other media | | : | | : |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 21, 1963 | OP 428 |
| 4. Project Title | Project Objective: Liaison with organizations, both in and out of Government, contributing to effective safety programs. (See PPR No. 76d). | | |
| Liaison with Safety Organizations | | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal / / Initial /x/ Interim / / Implementation | Initiation : Completion of Study: Installation | | |
| 7. Submitted by: Henry F. Shepherd, Dpt. Safety Officer | 8. Approved for Agency (Signature) | | |
| Division of Health, Safety and Welfare | Carl B. Barnes | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | Shepherd | Contng. | |
| Provide for liaison with Department of Labor and Bureau of Employees' Compensation; also: | | | |
| . Federal Safety Council--and field affiliates | | | |
| . Nation Safety Council | | | |
| . American Standards Association | | | |
| . Civil Service Commission IAG Committees as requested | | | |
| . Safety Equipment manufacturers | | | |
| . Other Government, State and local agencies | | | |
| . Other outside safety organizations | | | |

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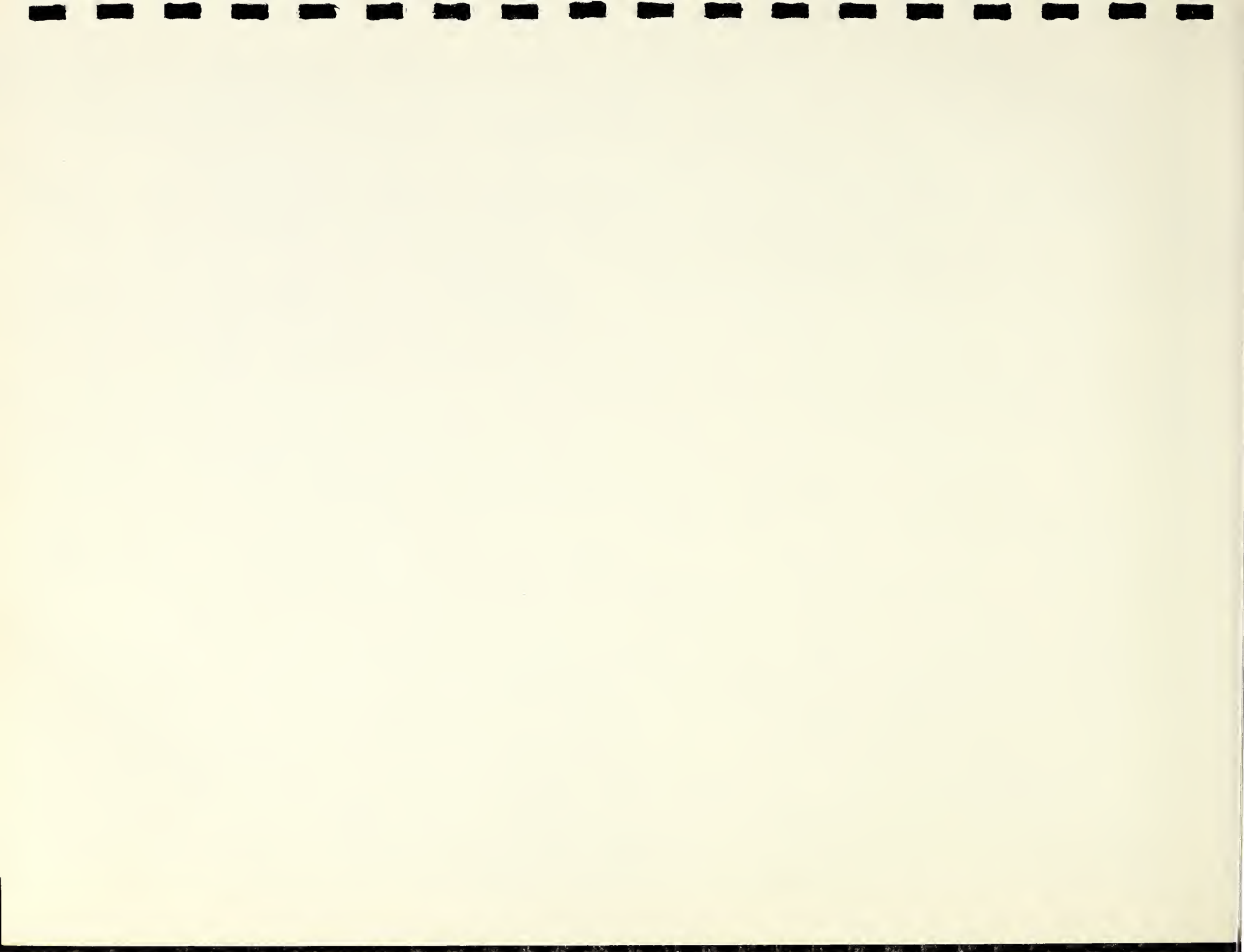
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|---|---|-----------------------------------|--------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 24, 1963 | OP 452 |
| 4. Project Title | Project Objective: Carry out the responsibility of management for providing leadership for those employee relations and services that promote the welfare of employees. | | |
| Employee Relations | | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / / Initial /X / Interim / / Implementation | | | |
| 7. Submitted by: James W. Entwistle, Department Welfare Officer, Division of Health, Safety and Welfare | 8. Approved for Agency (Signature) | | |
| | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| A. Provide liaison with agency employee relations counsellors. Advise them on programs designed to maintain high morale and extension of desirable employee services to field employees (credit union, buying cooperatives, welfare and recreation associations, etc.). | Entwistle | Contng; | |
| B. Prepare <u>Tips to Supervisors</u> calling attention to the many employees services which could be considered for field locations (such as, credit unions, buying cooperatives, welfare and recreation associations, joint travel insurance, education courses, etc.). | Entwistle | 3-15-64 | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 24, 1963 | OP 453 |
| 4. Project Title | Project Objective: | | |
| USDA Clubs | Provide liaison and direction of USDA Clubs | | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal / / Initial / <input checked="" type="checkbox"/> / Interim / / Implementation | | Initiation : Completion of Study: Installation | |
| 7. Submitted by: J. W. Entwistle, Department Welfare Officer | | 8. Approved for Agency (Signature) | |
| Division of Health, Safety and Welfare | | <i>Carl B. Barnes</i> | |
| 11. Cost Data | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned To | Target Date |
| | | 12/31 | 6/30 |
| 10. Project Plan Data | | | |
| A. Maintain services to increase number and activities of USDA groups. | | Entwistle Contng. | |
| B. Issue USDA Club Exchange | | Johnstone Quarterly | |
| C. Issue chart reflecting high and low points in history of USDA Clubs | | Entwistle 11-15-63 | |
| D. As indicated, arrange for Department officials to visit USDA Clubs. | | Entwistle Contng. | |

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| OF-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management |
| PROJECTED WORK PLANS and | | :2. Date of Report | :3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | : June 24, 1963 | : OP 454 |
| 4. Project Title : Project Objective: | | | |
| Fund Raising : Meet responsibilities of management and employees for participation in community | | | |
| : activities through fund raising. | | | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| : / / Proposal / / Initial /X/ Interim / / Implementation | | :Initiation :Completion of Study: Installation | |
| 7. Submitted by: James W. Entwistle, Dept. Welfare Officer | | 8. Approved for Agency (Signature) | |
| Division of Health, Safety and Welfare | | : <i>Carl B. Barnes</i> | |
| 11. Cost Data | | 9. Title | |
| | | : Director of Personnel | |
| | | : Assigned : Target: Progress as of : Progress as of | |
| | | : To : Date : 12/31 : 6/30 | |
| 10. Project Plan Data | | | |
| A. <u>United Givers' Fund</u> | | : Entwistle : 8-1-63 : | |
| 1. Arrange for designation by the Secretary of a | | : : : : | |
| Washington area campaign chairman for the Department: | | : : : : | |
| 2. Orient Department chairman and furnish him necessary | | : Entwistle : 8-15-63 : | |
| information, files and guides on organizing a fund- | | : : : : | |
| raising drive. Maintain liaison to assure proper | | : : : : | |
| conduct of drive. | | : : : : | |
| B. <u>Combined Campaign of National Health Agencies and</u> | | : : : : | |
| <u>Joint Crusade.</u> | | : : : : | |
| 1. Arrange for designation by the Secretary of a | | : Entwistle : 12-15-63 : | |
| Washington area campaign chairman for the Department: | | : : : : | |
| 2. Orient Department chairman and furnish him necessary | | : Entwistle : 1-1-64 : | |
| information, files and guides on organizing a fund- | | : : : : | |
| raising drive. Maintain liaison to assure proper | | : : : : | |
| conduct of drive. | | : : : : | |
| C. <u>National Cultural Center Fund</u> | | : Entwistle : 8-1-63 : | |
| NOTE: Chairman was designated in June of 1963. | | : : : : | |
| Orient chairman and provide helps in organizing drive. | | : : : : | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 24, 1963 | OP 455 |
| 4. Project Title | | Project Objective: | |
| Retirement Planning | | To meet management's obligation to employees' needs and desires in the area of retirement planning (in accord with PPRM Recommendations 98, 99 and 102). | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal / / Initial /X/ Interim / / Implementation | | Initiation | Completion of Study: Installation |
| 7. Submitted by: James W. Entwistle, Department Welfare Officer, Division of Health, Safety and Welfare | | 8. Approved for Agency (Signature) <i>Carl B. Bamer</i> | |
| 11. Cost Data | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned To | Target Date |
| | | 12/31 | 6/30 |
| 10. Project Plan Data | | | |
| A. Prepare and issue a <u>Tips for Supervisors</u> on a phase of retirement planning. | | Entwistle | 2/64 |
| B. Evaluate retirement counselling programs of Department agencies to determine whether they are adequate. | | Entwistle | Contng. |
| C. Formalize advisory committee of agency individuals working in retirement planning areas. They will assist in review of subject with goal of developing program guides and materials. | | Entwistle | Oct. 1 |
| D. Through the Committee, plan and carry out one or more retirement planning lectures on specialized subjects. (Washington areas employees only). | | Entwistle | Contng. |
| E. Counsel and advise agency management on their retirement planning programs. | | Entwistle | Contng. |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 24, 1963 | OP 456 |
| 4. Project Title | Project Objective: Initiate special activities to : (1) Secretary's office; (2) | | |
| Special Activities | Washington area Department officials and employees; and (3) Department-wide employees. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / / Initial <input checked="" type="checkbox"/> / Interim / / Implementation | | | |
| 7. Submitted by: J. W. Entwistle, Department Welfare Officer | 8. Approved for Agency (Signature) | | |
| Division of Health, Safety, and Welfare | <i>Carl B. Barner</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of |
| | | 12/31 | 6/30 |
| 10. Project Plan Data | Entwistle | contng. | |
| A. Maintain liason with the Office of Plant and Operations & the Welfare and Recreation Association, (Washington, D. C.) on specific restrictions and use of bulletin boards throughout the Department. | | | |
| B. Arrange with State Department for information on voting to be distributed to USDA employees overseas. This is accomplished through the employee relations officer of the State Department. | Entwistle | 1-31-64 | |
| C. Secure from agencies listing of employees for whom foreign decorations or articles received from a foreign country are being held. The information will be incorporated into a report for the Employee Relations Officer, Department of State. | Entwistle | 11-15-63 | |
| D. Special days and weeks designated by Presidential or Secretarial decree; notice to employees issued and arrangements for program, when necessary made. | Entwistle | | |



| Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
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: Entwistle : Contng. :

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | OP 457 | |
| 4. Project Title | Project Objective: | | |
| Incentive Awards | Provide central direction of Federal Incentive Awards Program as required in the Federal Personnel Manual (PPRM 83, 85, 88 and 89). | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| <input type="checkbox"/> Proposal <input type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Implementation | Initiation | Completion of Study: Installation | |
| 7. Submitted by: James W. Entwistle, Department Incentive Awards Officer, Division of Health, Safety and Welfare | 8. Approved for Agency (Signature) <i>Carl B. Banner</i> | | |
| 11. Cost Data | 9. Title | | |
| Estimate \$6,000 plus salaries for Honor Awards Program. | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| A. <u>Honor Awards Program</u> | | | |
| Issue reminder to agencies to submit nominations for Honor Awards--provide criteria, proper format, announcement to agencies of Honor Award Ceremony date, committees, etc. | Paulsen | 10/63 | |
| | | 2/64 | |
| Secure information from agencies regarding eligibility of USDA employees for 50- and 40-year length of service awards for presentation at ceremony. | Paulsen | 2/64 | |
| | | | |
| Inventory and order all supplies incident to Honor Awards ceremony--medals, certificates, etc. | Paulsen | 10/63-4/64 | |
| | | | |
| Recommend and arrange for appointment of Honor Awards Committee by the Secretary. | Entwistle | 12/63 | |
| | | | |
| Recommend and make preliminary arrangements through Secretary for speaker and invocation for the Ceremony. | Entwistle | 12/63 | |
| | | | |
| Schedule committee meetings for March. | Paulsen | 12/63 | |
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| Supplemental Sheet OP 457 | | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--|--------------------|----------------|----------------|-------------------------|------------------------|
| D. Project Plan Data | | | | | |
| Review for completeness and compile nominations for honor awards making criteria and necessary tabulations available to committee members well in advance of meetings. | | Paulsen | 3/64 | | |
| As requested, evaluate nominations for Director of Personnel and Secretary's staff. This entails complete review of all nominations (225 or more in number). | | Entwistle | 3/64 | | |
| Provide staff assistance to committee members | | Entwistle | 3/64 | | |
| Summarize committee actions and submit recommendations to the Secretary for approval. | | Paulsen | 3/64 | | |
| Prepare notification to agencies of awardees. | | Paulsen | 4/64 | | |
| Prepare Honor Awards ceremony program and arrange for printing. | | Paulsen | 4/64 | | |
| Arrange for lettering of certificates, engraving of medals, plaques, etc. | | Paulsen | 4/64 | | |
| Coordinate all ceremony arrangements, including special presentations such as the Jump Award. | | Paulsen | 5/64 | | |
| After ceremony, arrange for publicity; supply photos to awardees; provide agencies with material for official personnel folders; prepare statistical reports, etc. | | Paulsen | 5/64 | | |
| | | Paulsen | 6/64 | | |
| 3. <u>Non-Government Sponsored Awards</u> | | | | | |
| Issue announcements outlining criteria and due dates for the following non-government sponsored awards: | | Paulsen | Contng. | | |
| Career Service Award | Fed. Woman's Award | | | | |
| Fed. Govt. Accounts Assoc. Award | President's Award | | | | |
| Arthur S. Flemming Award | Horace Hart Award | | | | |

| Supplemental Sheet OP 457 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--|----------------|----------------|-------------------------|------------------------|
| William A. Jump Award | | | | |
| Rockefeller Public Service Award | | | | |
| Review nominations for submission to sponsor in accordance with sponsor's established criteria. | Paulsen | Contng. | | |
| Arrange for appropriate ceremonies, publicity for USDA winners of above awards. | Paulsen | Contng. | | |
| C. <u>Employee Suggestion Program</u> | | | | |
| Process employee suggestions referred by USDA agencies and other Government agencies. | Paulsen | Contng. | | |
| Provide technical guidance and leadership to agencies in evaluating and promoting program. | Entwistle | Contng. | | |
| D. <u>Prior Approval of Cash Awards</u> | | | | |
| Process all cash awards beyond the authority of agencies to approve. | Paulsen | Contng. | | |
| Recommend to Director of Personnel and Administrative Assistant Secretary cases requiring prior approval at Department level. | Entwistle | Contng. | | |
| E. <u>Revision of Policies and Procedures in 8 AR 62</u> | | | | |
| Revision will constitute complete revision and will be in the format prescribed by the Civil Service Commission. | Entwistle | 8-15-63 | | |
| F. <u>Review of Incentives Program--Study to determine areas of possible improvement or need for new programs and provide meaningful information to agencies on Department-wide incentives experience.</u> | | | | |

| Supplemental Sheet | OP 457 | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|---|--------|-------------|-------------|----------------------|---------------------|
| 1. The review will include examination of agency recommendations, standards and criteria, screening and selection, types or recognition and number of awards. | | Entwistle | Contng. | | |
| 2. Examine the criteria for giving cash awards for sustained superior performance in excess of six months as well as group cash awards. | | Paulsen | Contng. | | |
| 3. Review actual experience in grading intangible awards with the aim of establishing an Intangible Awards Table more useful to agencies. | | Entwistle | 9/30 | | |
| 4. Consolidate, review and evaluate data reflected in agencies' annual reports and prepare narrative evaluation of the statistics of the Incentives program to the Civil Service Commission. | | Entwistle | 8/15 | | |
| 5. Issue annual awards publication to agencies. | | Entwistle | 10/63 | | |
| 6. Review Civil Service Commission inspection reports, available statistical data, evaluate agency programs, state conclusions and report to agency heads and will report problem areas to agency officers involved in the Incentive Awards function. | | | | | |

Section 7

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P O L I C I E S A N D P R O C E D U R E S

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management | |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. | |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6/26/63 | : OP-500 | |
| 4. Project Title | | : | Project Objective: | |
| Periodic Organizational | | : | To assure the current effectiveness of agency organization plans and related staffing | |
| Analysis System | | : | patterns - PPRM Rec. No. 6 | |
| 5. Type of Report | | : | 6. Time Schedule (Dates) | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | | : | Initiation | :Completion of Study: Installation |
| | | : | 7/1/63 | : |
| 7. Submitted by: | | : | 8. Approved for Agency (Signature) | |
| Dora E. Oliver, Chief, Policies & Procedures | | : | <i>Carl B. Barner</i> | |
| 11. Cost Data | | : | 9. Title | |
| | | : | Director of Personnel | |
| | | : | Assigned | : Target: Progress as of : Progress as of |
| | | : | To | : Date : 12/31 : 6/30 |
| 10. Project Plan Data | | : | | |
| A. Develop a comprehensive, regularized system for examining, analyzing and reporting on current agency overall and subsidiary organizational planning and related staffing patterns which, as a minimum, will determine the effectiveness of: | | : | Case | : |
| 1. Alignment and placement of functions | | : | Reviewers | : FY 64 : |
| 2. Staff productivity, vis-avis mission and workload | | : | : | : |
| 3. Utilization of manpower based upon an evaluation of such indicators as staffing ratios, grade patterns, use of leave, turnover, grievances, occupational distribution, etc. | | : | : | : |
| 4. Coordination and/or correlation of work performed with related activities of the organizational components | | : | : | : |
| B. As working "tools" to facilitate and move forward with A. above the following will be developed. | | : | Case | : |
| a. Questionnaires (one for supervisory personnel - one for employees) to be used on a selective basis to help determine the effectiveness of organizational alignment, lines of communication, awareness of responsibilities, levels of authority suggestions for improvement, etc | | : | Reviewers | : FY 64 : |
| b. "Tips to Supervisors" in the subject of "Steps to Better Organization Planning". | | : | Peter Wright | : 12/31/63 : |

Supplemental Sheet OP-500

Assigned
ToTarget
DateProgress as of
12/31Progress as of
6/30

10. Project Plan Data

- c. A system whereby codes for MCDE purposes will be charted. This will be used for reference purposes in analyzing MODE outputs by levels and to insure currency of both codes and structure.

Verna Deane
Brown

12/31/63

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| OP-1 5-63 | U. S. DEPARTMENT OF AGRICULTURE Office of Personnel PROJECTED WORK PLANS and MANAGEMENT IMPROVEMENT PROJECT REPORT |
| | |
| 4. Project Title Assessing Effect of Slip-Sheeted Admin. Regs. | Project Objective: Determine adequacy of slip-sheeted, abbreviated Dept. Pers. reg., understanding of new system, facility as a reference and general reaction to establish areas in need of improvement. PPRM Rec. No. 47 |
| <hr/> | |
| 5. Type of Report <input type="checkbox"/> Proposal <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Implementation | |
| <hr/> | |
| 7. Submitted by: | Dora E. Oliver, Chief, Policies & Procedures Division |
| <hr/> | |
| 11. Cost Data | |
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| 10. Project Plan Data | |
| A. Work with Personnel Research in developing questionnaire directed to assessing adequacy of material, under standing of system, facility as a reference, general reaction. | Edna Borkey & V.D.Brown 3/64 |
| B. Issue questionnaire to personnel officers and personnel technicians after 6 to 8 months use of the new regulations and evaluate responses. | Edna Borkey & V.D.Brown 5/64 |
| C. Prepare report on evaluation and action taken or to be taken in response thereto. | Edna Borkey & V.D.Brown 6/64 |

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|------|---------------------------------------|--------------------|--------------------------------|
| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | : | 1. Classification |
| 5-63 | Office of Personnel | :No. 5 : | Category: Personnel Management |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6/26/63 | : OP-504 |

4. Project Title : Project Objective:
Personnel Action Analysis for : Determine those personnel actions which can be prepared by supervisors and other
Supervisory Input to MODE : operating officials for direct input to the computer. PPRM Recs. No. 3 and 37

| | | |
|--|-------------|------------------------------------|
| 5. Type of Report | : | 6. Time Schedule (Dates) |
| | :Initiation | :Completion of Study: Installation |
| <input type="checkbox"/> Proposal <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Implementation | : 1/1/64 | : |

7. Submitted by: Dora E. Oliver, Chief, Policies & Procedures Division :8. Approved for Agency (Signature) : *Carl R. Barnes*

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| 11. Cost Data | :9. Title |
| | : Director of Personnel |
| | : Assigned : Target: Progress as of : Progress as of |
| | : To : Date : 12/31 : 6/30 |

| 10. Project Plan Data | | | |
|-----------------------|--|----------------|------|
| A. | As soon as ADAM is operative to an appreciable extent, obtain a report from MDSC of personnel actions consummated over a significant period classified by nature of action including FROM and TO data. | Case Reviewers | ASAP |
| B. | Analyze these actions to determine those for which technical personnel knowledge was not needed. Test decisions with personnel technicians. | " | " |
| C. | Develop system designed for the direct submission of such non-technical personnel actions direct from supervisor to MDSC. | " | " |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE |
| 5-63 | Office of Personnel |
| | PROJECTED WORK PLANS and MANAGEMENT IMPROVEMENT PROJECT REPORT |
| 4. Project Title : | Project Objective: |
| Establishing Wage Board Positions thru Automation : | Develop a system and necessary procedures for establishing wage board positions through automation. PPRM Recs. 3 and 37 |
| 5. Type of Report : | 6. Time Schedule (Dates) |
| / / Proposal X / Initial / Interim / Implementation : | : Initiation : Completion of Study: Installation |
| : | : 7/1/63 : |
| 7. Submitted by: | 8. Approved for Agency (Signature) |
| Dora E. Oliver, Chief, Policies & Procedures Division | : Carl B. Barnes |
| 9. Cost Data : | 9. Title |
| : | : Director of Personnel |
| : | : Assigned To Target Date Progress as of Progress as of |
| : | : : : 12/31 : 6/30 |
| 10. Project Plan Data : | V.D.Brown : |
| A. Research USDA wage board evaluation standards to extract grade determining factors or measures of relative difficulty and importance of various kinds or classes of jobs. | & P.Wright 12/31/63 : |
| B. Develop these criteria for each grade pattern. Discuss and clear with agencies, Classification Division, OMASD and CSC. | " 6/30/64 : |
| C. Develop input items for supervisor submission for request for grade determination. Test common understanding. | " FY 65 : |
| D. Develop codes and procedures for installation of system | " FY 65 : |
| E. Conduct pilot program to test effectiveness and accuracy | " FY 65 : |
| | : Depends on readiness of MDSC : |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6/26/63 | OP-507 |
| 4. Project Title : Project Objective: | | | |
| Skills Inventory | | : Develop system, codes, forms and procedures for capturing skills information on employees | |
| | | : for input into MODE. PPRM Rec. No. 37 | |
| 5. Type of Report | | 6. Time Schedule (Dates) | |
| / / Proposal /X/ Initial / / Interim / / Implementation | | Initiation | Completion of Study: Installation |
| | | 7/1/63 | |
| 7. Submitted by: | | 8. Approved for Agency (Signature) | |
| Dora E. Oliver, Chief, Policies & Procedures Division | | <i>Carl R. Barnes</i> | |
| 11. Cost Data | | 9. Title | |
| | | Director of Personnel | |
| | | Assigned | Target: Progress as of |
| | | To | Date : 12/31 |
| | | | 6/30 |
| 10. Project Plan Data | | | |
| A. | Identify employee and occupational coverage as well as | Dora E. | |
| | qualifications items for inclusion. Clear with all | Oliver | 8/31/63 |
| | agencies and Personnel Research Staff | | |
| B. | Work with OMASD in developing codes, forms and pro- | " | 6/30/64 |
| | cedures for conversion and continuing input into MODE | | |
| | system. Use agency task force where practical. | | |

Section 8

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SECURITY AND EMPLOYEE CONDUCT
DIVISION

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| | PROJECTED WORK PLANS and | 2. Date of Report | 3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | 6/26/63 | OP- 600 |
| 4. Project Title | Project Objective: Expedite handling of disciplinary cases by agencies and administer | | |
| Disciplinary & Appeals Process | Departmental Appeals System under Executive Order 10987. Process disciplinary cases for GS-14 and above. Provide leadership in these areas. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| J. E. Francis, Chief, Security & Employee Conduct Div. | <i>Carl B. Barner</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of |
| | | 12/31 | 6/30 |
| 10. Project Plan Data | | | |
| 1. Disciplinary actions taken by agencies under delegated authority will be reviewed in this Division, assuring more uniform application of penalties. | Francis & Staff | Continuing | |
| 2. Exceptions to this post-audit review under consideration, thus delegating further authority to agencies. Personnel memorandum in process of issuance. | Blaker | 9/1/63 | |
| 3. Disciplinary actions for GS-14's and above to be taken by this Division. | Francis & Staff | Continuing | |
| 4. Appeals Procedure under Executive Order 10987. | | | |
| a. Maintain Roster of Hearing Officers. | Blaker | Continuing | |
| b. Receive appeal from employee, appoint Hearing Officer, review appeal proceedings, make recommendation to the Secretary for final action. | Francis & Staff | ing | |
| c. Schedule Training Sessions for Hearing Officers as required. | Blaker & Fisk | Continuing | |

| Supplemental Sheet OP-600 | | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|--------------------------------|---|---------------|-------------|----------------------|---------------------|
| 10 Project Plan Data | | | | | |
| 5. | Revision of Staff Paper "Guide for Use in Handling Disciplinary Cases." | Blaker | 4/1/64 | | |
| a. | Suggestions have been received from participants in Training Sessions, agency officials, etc. who used our draft copy issued 12/62. | | | | |
| b. | Discussions will be held with staff groups, etc. | | | | |
| 6. | Consolidation of Appeals Systems (as discussed at Long-Range Planning Conference). | Arliss & Fisk | 7/64 | | |
| a. | Consider need for possible revision in law/Executive Orders which established fair employment policies, grievance procedures, and adverse action appeals procedure. Study systems in other Government agencies where appeals have been combined. Time-phasing requirements of these systems now make it impossible to hold hearings simultaneously where appeals are made on each system. Draft new Executive Order or legislation to cover one system. | | | | |
| b. | Draft workable appeals procedure and system which will enlarge area of appeals to give such rights to persons who have been suspended or removed, regardless of length of suspension. Prepare new Hearing Officers Manual to cover instructions and guidance in handling fair employment and grievance appeals. | Arliss & Fisk | 7/65 | | |

Supplemental Sheet OP-600

Project Plan Data

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| : Assigned : | Target: | Progress as of : | Progress as of |
| : To : | Date : | 12/31 : | 6/30 |

- c. Task Force to be set up to study this new procedure and prepare final system for combined hearing process, which will include Hearing Officers Manual, Training Program for Hearing Officers and administrative people who will be involved, new Department regulations to implement program.
7. Appeals Representation before the Civil Service Commission Hearing Examiners in Appeal Hearings granted by the Civil Service Commission pursuant to Section 14 of the Veterans' Preference Act of 1944 and Executive Order 10987.
 - a. Study to be made of desirability of limited delegated authority on case basis for agencies to represent Department at these hearings before the Civil Service Commission.
8. Regulations
 - Amendment to Chapter 58, 8 AR, to cover expansion of Departmental Appeals System to include Schedule A employees in GS-9 and below, who are subject of adverse personnel action.

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| Arliiss & Fisk | 7/66 |
| Francis & Staff | Continu ing |
| Fisk | 7/64 |
| Blaker | 10/63 |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | 6/26/63 | OP-601 |
| 4. Project Title | Project Objective: Evaluation, control, Dissemination of information pertaining | | |
| Security Process | to security/loyalty matters; safeguards for classified matters; issuance of | | |
| | security clearances where required. | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| John E. Francis, Chief, Security & Employee Conduct Div. | <i>Carl S. Barnes</i> | | |
| 11. Cost Data | 9. Title | | |
| | Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| 1. FBI Reports | | | |
| a. Evaluation and/or dissemination of FBI reports re security/loyalty matters. | Fisk | Continuing | |
| b. Reports cross-referenced, indexed, summarized and referred to appropriate Department officials for action or information. These reports pertain to farm organizations and individuals whose activities have a bearing on agricultural matters. | Fisk & Clerical Staff | | |
| 2. Security Inspections | Steuerwald | Continuing | |
| Security inspections will be made as regularly as possible of all Department offices and facilities maintaining classified material. | | | |
| 3. National Agency Checks and Inquiries. | Cornell | Continuing | |
| a. Review of National Agency Checks and Inquiries referred by the Civil Service Commission on new employees, which contain reports of investigations or summaries of reports, and cases involving sex offenses and/or financial dishonesty. | | | |

| Supplemental Sheet OP-601 | | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|---|--|----------------|-----------------|-------------------------|------------------------|
| 16. Project Plan Data | | | | | |
| 3. b. Referral of such National Agency Checks and Inquiries to Department agencies for appropriate action, including removals or disciplinary action where necessary. | | Cornell | Continu- ing | | |
| 4. Security Clearances | | | Continu- ing | | |
| a. Access to Classified Material. | | | | | |
| (1) Serve as Department Security Officer and Executive Secretary of the Department Security Committee. | | Francis | " | | |
| (2) Submit appropriate requests to the Civil Service Commission for investigations under Executive Order 10450 for security clearance cases. Review reports of investigation, analyze, issue security clearance; discuss with agency officials where necessary. Submit adverse cases to the Department Security Committee. Interview employees. Issue certificates to occupy sensitive positions. Maintain records of sensitive positions and all security clearances issued. | | Cornell | " | | |
| | | Anderson | " | | |
| | | Service Unit | " | | |
| (3) Review supplemental reports of investigation concerning employees who have been processed under Executive Order 10450 to determine necessary action or advice to Department officials. | | Anderson | " | | |
| (4) Continuing review of investigative files of employees to determine adequacy of security file based on standards of Executive Order 10450. Request agencies to submit current security forms in order to forward to the Civil Service Commission for full field investigation. | | Anderson | Continu- ing | | |

10. Project Plan Data

4. b. Foreign Travel/International Conferences. Process necessary checks to issue security clearance for individuals (employees and non-employees) to perform official foreign travel for the Department and/or to attend International Conferences. Where required issue certification to State Department for such travelers.

Francis & Corn
Cornell

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- c. Agricultural Advisory Committees.

Clearance of candidates for appointment to these Committees established by the Secretary. Notification to appropriate Department officials by telephone and memorandum that this office has no objection to proposed appointments or notice re adverse information disclosed in order that determination may be made concerning proposed appointment.

Francis & New
Newhall

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- d. Government Employees Training Act.

Clearance must be given by this Division for all individuals who are to provide training or who will serve as instructors.

Steuer-
wald &
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- (1) Name check of Security Index of the Civil Service Commission.
- (2) Notice to agency that instructor may proceed with training or if record is not clear, to make other arrangements, as instructor may not be paid unless clearance is processed.

| Supplemental Sheet OP-601 | | Assigned To | Target Date | Progress as of 12/31 | Progress as of 6/30 |
|---|--|----------------------|-------------|----------------------|---------------------|
| 10. Project Plan Data | | | | | |
| e. Foreign Visitor Clearance Program | | Francis & Anderson | Continuing | | |
| (1) Maintain liaison with FBI, CIA, State Department, FAS and ARS on all foreign visitors to keep them informed concerning data on such visitors, itineraries and changes, proposed visits to Agricultural installations; and clear technical leaders who will escort such visitors throughout the United States. | | | | | |
| A. Discussions are being held to arrive at workable procedure for clearance of such visitors under Public Law 480. | | | 1/64 | | |
| 4. f. Liaison Activities | | Francis & Steuerwald | Continuing | | |
| (1) Maintain liaison contact with CSC, FBI and other Government investigative agencies on security matters. Serve as coordinating point with intelligence activities of Government and constituent agencies of the Department. | | | | | |
| (2) Coordination of intelligence activities in matters concerning this Department with CIA, FBI, State Department and Department of Defense activities. (Individual cases classified; cannot discuss here.) | | Francis & Steuerwald | Continuing | | |
| (3) Keep the Secretary and staff personally advised of these activities. | | Francis & Steuerwald | Continuing | | |

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| Blaker | 4/64 |
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| Blaker | 4/64 | |
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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | :No. 5 | : Category: Personnel Management |
| | PROJECTED WORK PLANS and | :2. Date of Report | :3. Project No. |
| | MANAGEMENT IMPROVEMENT PROJECT REPORT | : 6/26/63 | :OP- 602 |
| 4. Project Title | | : Project Objective: | |
| Suitability for Employment - | | : Maintain standards of suitability for Government employment; implement the | |
| Chapter 13, Title 8 AR | | : Civil Service Commission standards. | |
| 5. Type of Report | | : 6. Time Schedule (Dates) | |
| / / Proposal /X/ Initial / / Interim / / Implementation | | :Initiation | :Completion of Study: Installation |
| | | : 7/1/63 | : |
| 7. Submitted by: | | :8. Approved for Agency (Signature) | |
| John E. Francis, Chief, Security & Employee Conduct Div. | | : <i>Carl B. Banner</i> | |
| 11. Cost Data | | :9. Title | |
| | | : Director of Personnel | |
| | | : Assigned | : Target: Progress as of |
| | | : To | : Date : 12/31 |
| | | | : Progress as of |
| | | | : 6/30 |
| 10. Project Plan Data | | | |
| Revision of regulations. Chapter 13, Title 8 AR. | | : Arliss | : 9/1/63 |
| Conformity to Civil Service Commission standards. | | : Arliss | : 9/1/63 |
| Review and advice on agency actions. | | : Arliss | : 9/1/63 |
| Sex perversion and financial dishonesty. | | : Arliss | : 9/1/63 |
| Flagged records, review for approval | | : Arliss | : 9/1/63 |
| Veterans with other than honorable discharge | | : Blaker | : 9/1/63 |
| Persons separated from prior employment for misconduct | | : Arliss | : 9/1/63 |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 26, 1963 | OP- 603 |
| 4. Project Title | Project Objective: Maintain standards of conduct, eliminate conflict of interest, and furnish advice to agencies on such matters. | | |
| Conduct and Ethics in Government Employment | | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| / / Proposal / <input checked="" type="checkbox"/> / Initial / / Interim / / Implementation | Initiation | Completion of Study: Installation | |
| | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| John E. Francis, Chief, Security & Employee Conduct Div. | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title | Director of Personnel | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| Personnel memorandums on gifts, conflicts of interest | Arliss | 8/1/63 | |
| Develop instructions re advisers and consultants. | Arliss | Continuing | |
| Develop instructions for completion of Pecuniary Interest Statement. | Arliss | Continuing | |
| Evaluation and advice on agency referrals of questions on conflict of interest, outside employment. | Arliss | Continuing | |
| Follow up and audit agency action on Office of the Inspector General's reports of employee misconduct. | Arliss | Continuing | |

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| OP-1 | U. S. DEPARTMENT OF AGRICULTURE | 1. Classification | |
| 5-63 | Office of Personnel | No. 5 | Category: Personnel Management |
| PROJECTED WORK PLANS and | | 2. Date of Report | 3. Project No. |
| MANAGEMENT IMPROVEMENT PROJECT REPORT | | June 26, 1963 | OP- 604 |
| 4. Project Title | Project Objective: | | |
| Political Activity | Apply Hatch Act and uniform Department policy | | |
| 5. Type of Report | 6. Time Schedule (Dates) | | |
| | Initiation | Completion of Study: Installation | |
| / / Proposal /X/ Initial / / Interim / / Implementation | 7/1/63 | | |
| 7. Submitted by: | 8. Approved for Agency (Signature) | | |
| John E. Francis, Chief, Security & Employee | <i>Carl B. Barnes</i> | | |
| 11. Cost Data | 9. Title Director of Personnel | | |
| | Assigned To | Target Date | Progress as of 12/31 |
| | | | Progress as of 6/30 |
| 10. Project Plan Data | | | |
| Holding local office by employees. | Arliss | Continuing | |
| Contributions. | | | |
| Chapter 57 - Title 8 AR - Political Activity | Arliss | Continuing | |
| Replies to Congressional inquiries about Secretary's regulations on state and county ASC employees. | Arliss | Continuing | |



